USER MANUAL

TUBERCULOSIS NATIONAL DISEASE MANAGEMENT SYSTEM (TBNDMS)

VERSION V1.0

This system was developed basing on TB Manual (3rd Edition, January 2008)

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How to Read this Manual

This operator manual is arranged according to functionality grouping. All the similar category functionalities are arranged in different tabs. So the manual also covers each tab in each chapter.

However, in order to have a HEAD START, the manual explains some of basic terminologies, basic features of the system. These are explained in Chapter 1 and Chapter 2.

From Chapter 3 onwards, the manual explains all the features of the system starting with 'Basic Information'.

In the last two chapters, the manual also explains about how to generate reporting and how to administer the system.

Chapter 1 - Introduction

1. Overview

Welcome to TB National Disease Management System (TBNDMS). If you are reading this manual, that means you have decided to know about the system; how to enter data, how to generate report and many others.

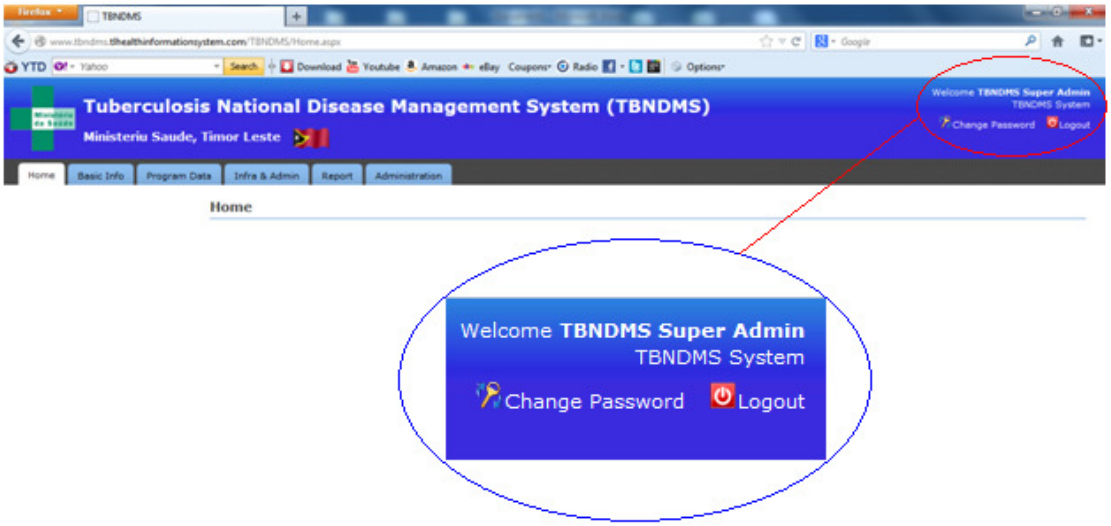
TBNDMS is a tool to capture data from TB registers that includes registration information and follow up information of a TB patient. The system can also generate various types of reports; such as, list of patients from TB register, case finding reports, outcome reports, drug calculations etc.

So, before you begin, let's take some time to explore the TB National Disease Management System (TBNDMS) tool (software/application) and learn about the basic features of navigation and transaction entry. This chapter provides an overview of the system and describes the elementary features of TBNDMS.

2. Basic Features

a. User Information

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the logged in user information at the top right corner of the system as shown below:

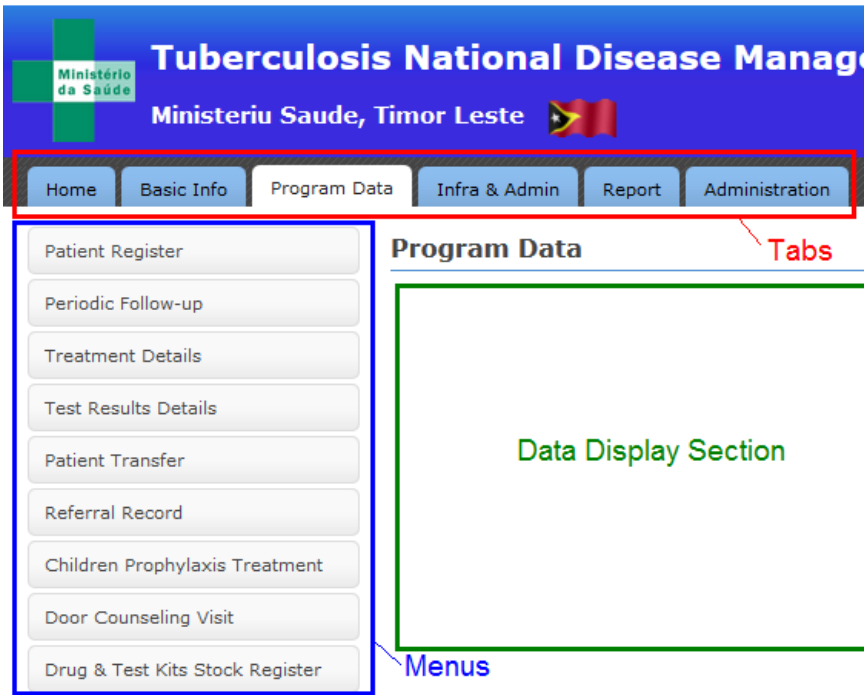


b. Tabs, Menus, and Data Display Section

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the tabs, menus, and data display section. Tabs are the collection of menus of related functionalities; whereas a Menu indicates a specific functionality under a tab. Such as, all types of reports are available under tab 'Report' and this report tab will have all the report menus; like TB Patient Report, TB Programmatic Report etc.

Data Display Section (DDS) is the area where system will display the data; either for viewing or for adding a new record.

All these features are shown in below image:

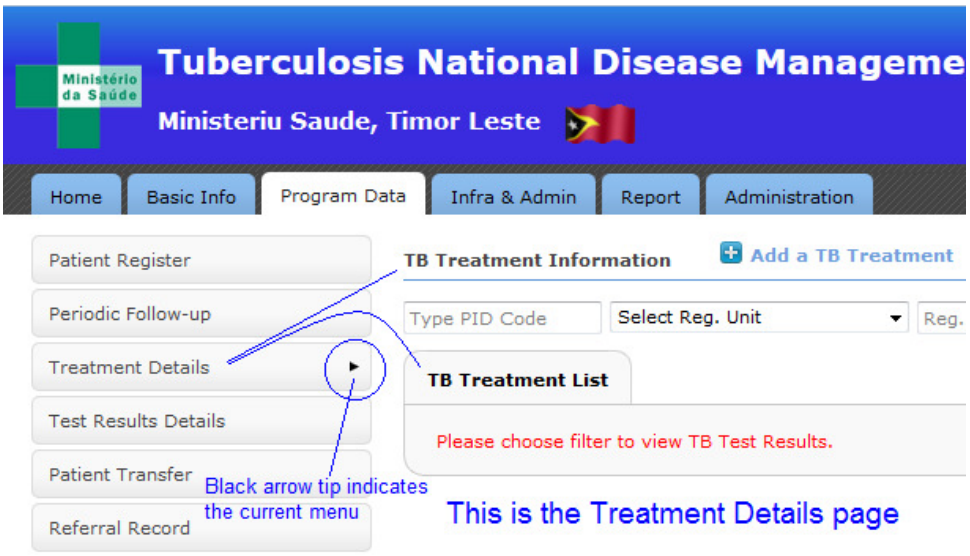


c. Page and Current Menu

Once you log into the system and click on a menu, then something appears on the right side of menu. This is called Page. Every menu will show a different page once it is clicked. However, in some places in the system a page may be loaded once a button is clicked. So, a Page is something where you'd view data or attempt to enter data. This is sometimes also referred to UI (User Interface).

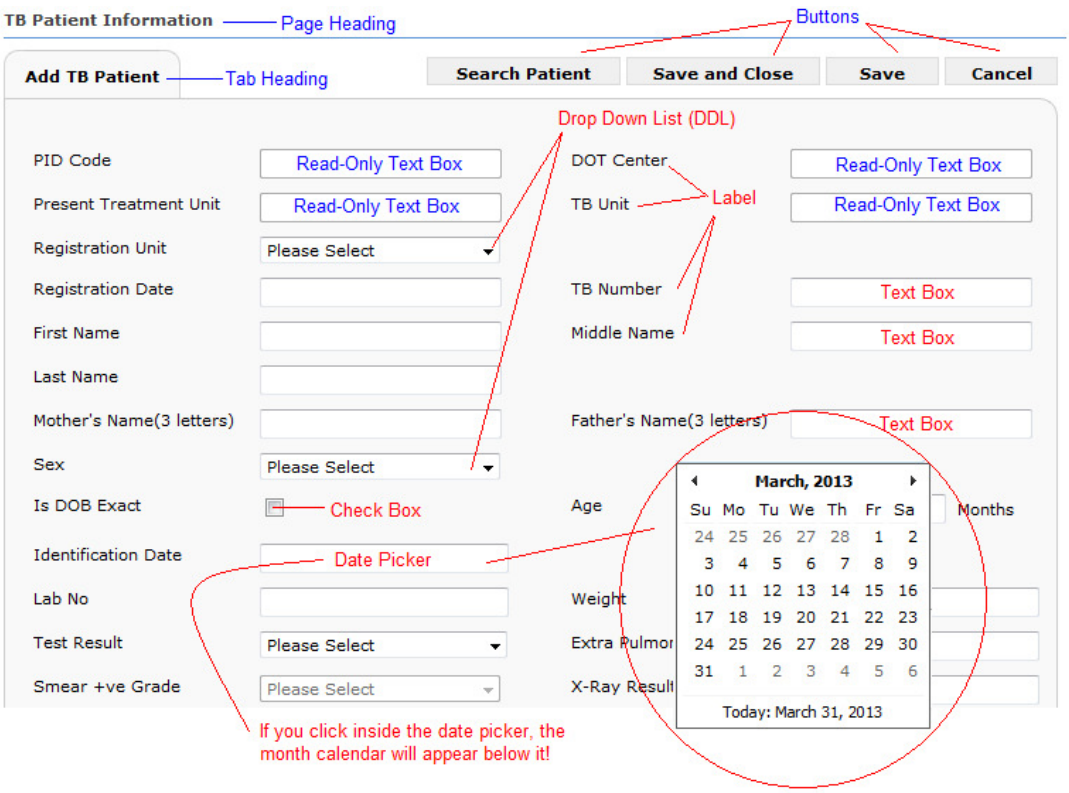
Now, when you'd click on a menu it will load the related page. Notice a black arrow tip marked beside the menu. This indicates that the current menu is the one you've just clicked.

All these features are shown in below image:



d. Label, Button, Text Box, Check Box, Date Picker, and Drop Down List

Below image shows labels, buttons, text boxes, check box, and drop down lists:



Buttons: Once clicked, it will do some action(s); such as, saving, editing etc.

Text Box: User can type text here.

Check Box: User can tick the box when appropriate.

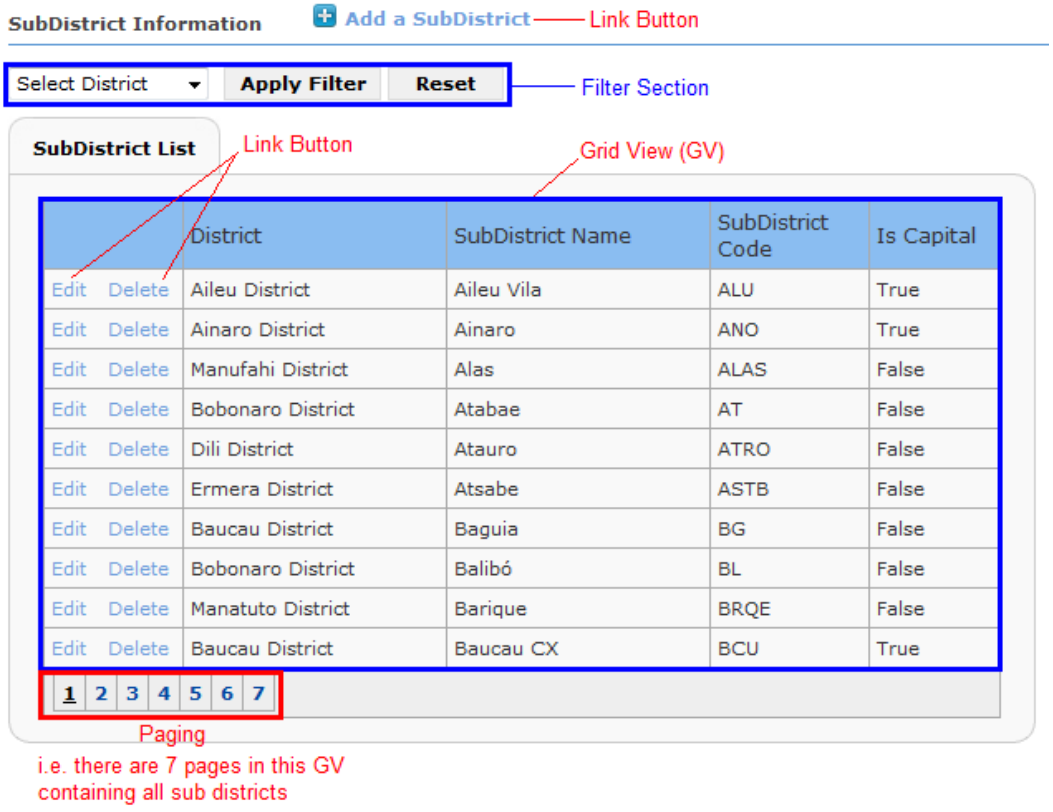
Drop Down List: User can choose one value from the given list.

Date Picker: User can enter a date in this box. If you click in this box, a date calendar will appear and then you'd be able to choose a date you want. *Please note that, the format of date is US (United States) style i.e. it will show **4 March 2012** as **'3/4/2012'**, NOT as **'4/3/2012'** i.e. in the format of 'month/day/year'!*

Read-Only Text Box: User cannot type anything but just can view the information shown by the system.

e. Grid View, Filter Section, Link Button, and Paging

Below image shows grid view, filter section, link buttons, and paging section:


SubDistrict Information
Add a SubDistrict
Link Button
Select District
Apply Filter
Reset
Filter Section
SubDistrict List
Link Button
Grid View (GV)
District
SubDistrict Name
SubDistrict Code
Is Capital
Edit Delete Aileu District Aileu Vila ALU True
Edit Delete Ainaro District Ainaro ANO True
Edit Delete Manufahi District Alas ALAS False
Edit Delete Bobonaro District Atabae AT False
Edit Delete Dili District Atauro ATRO False
Edit Delete Ermera District Atsabe ASTB False
Edit Delete Baucau District Baguia BG False
Edit Delete Bobonaro District Balibó BL False
Edit Delete Manatuto District Barique BRQE False
Edit Delete Baucau District Baucau CX BCU True
1 2 3 4 5 6 7
Paging
i.e. there are 7 pages in this GV containing all sub districts

Grid View (GV): A list where data are displayed

Link Button: Similar to normal button i.e. when clicked, an action is done such as save, edit etc.

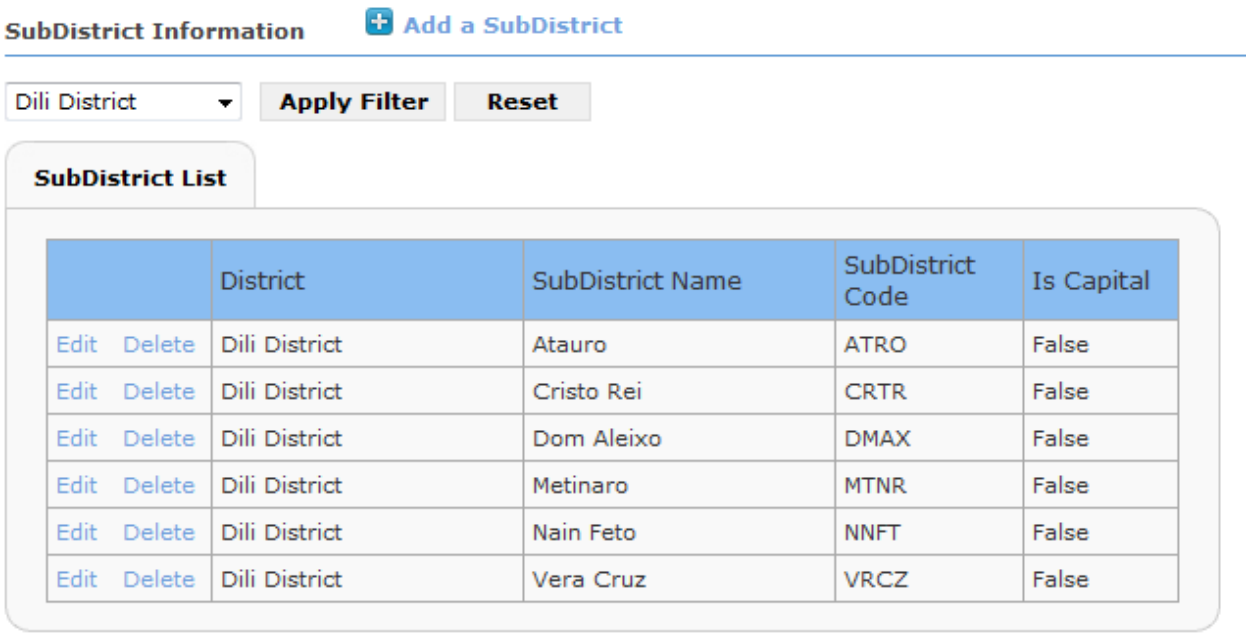
Add a Sub District: Once clicked, it will load a page where you'd need to enter/type data and then do a save operation

Edit: Once clicked, it will open existing record and then allow you to correct any existing data of that record

Delete: Once clicked, it will delete/remove the record from system. *Care should be taken while performing this action!*

Paging: When there are many data and cannot be displayed on one page in GV, then those data are listed in multiple pages i.e. page no 2, 3, and so on

Filter Section: Normally the GV shows all the data that is available in the system. But when you'd need to see some particular data then you'd need to use this filter section. Such as, to show/see only sub districts of Dili district, you'd need to select 'Dili District' from the DDL of the filter section and then click on 'Apply Filter' button. This will load all the sub districts of Dili only. Below image shows all the sub districts of Dili district:



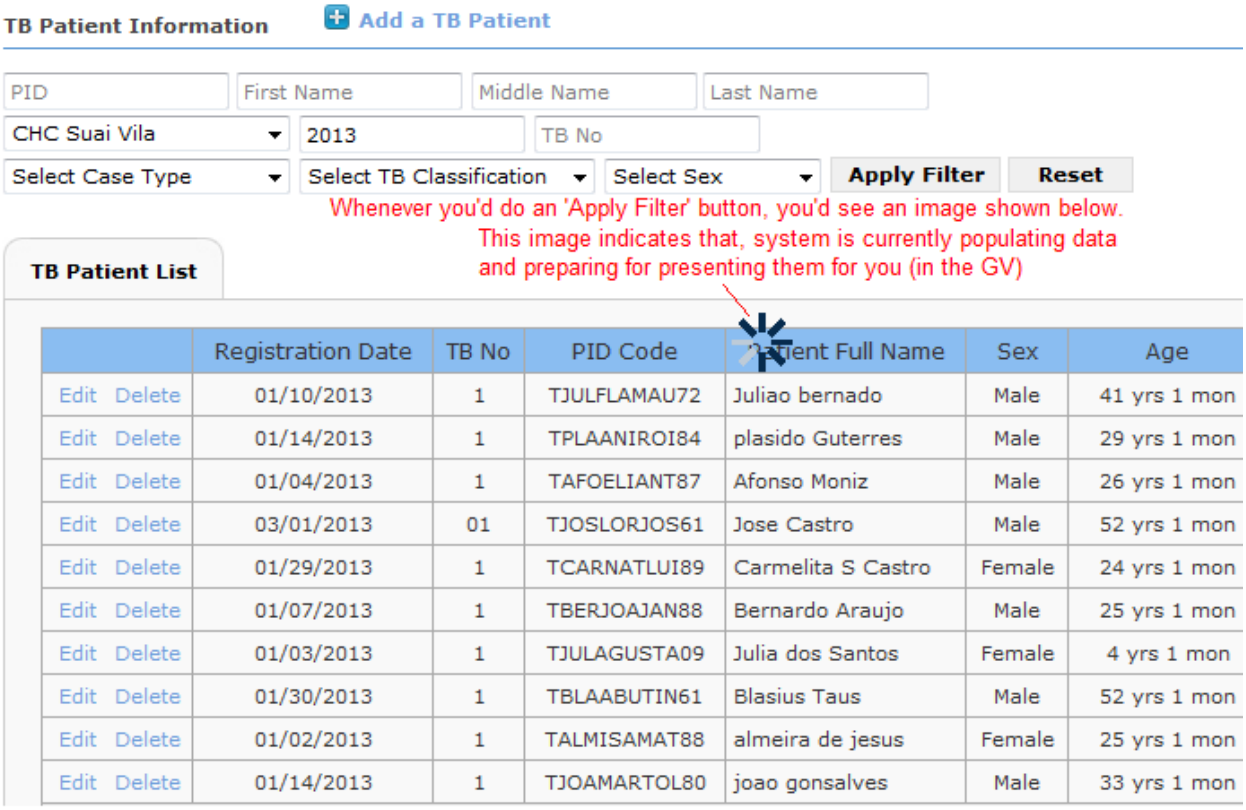
	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Dili District	Cristo Rei	CRTR	False
Edit Delete	Dili District	Dom Aleixo	DMAX	False
Edit Delete	Dili District	Metinaro	MTNR	False
Edit Delete	Dili District	Nain Feto	NNFT	False
Edit Delete	Dili District	Vera Cruz	VRCZ	False

This is how the filter section works! There will certainly be more than one filter in the filter section in other pages. You'd just need to choose your desired filter and then do an 'Apply Filter' to show the data from system.

The 'Reset' button in the filter section will set all the filter values to 'none' or 'default'.

f. Data Loading Image

Whenever you try to load data from system, it will show an image indicating that it is now populating (downloading) data from online database and preparing to present in the GV. The image will look like as shown below:



	Registration Date	TB No	PID Code	Patient Full Name	Sex	Age
Edit Delete	01/10/2013	1	TJULFLAMAU72	Juliao bernado	Male	41 yrs 1 mon
Edit Delete	01/14/2013	1	TPLAANIROI84	plasido Guterres	Male	29 yrs 1 mon
Edit Delete	01/04/2013	1	TAFOELIANT87	Afonso Moniz	Male	26 yrs 1 mon
Edit Delete	03/01/2013	01	TJOSLORJOS61	Jose Castro	Male	52 yrs 1 mon
Edit Delete	01/29/2013	1	TCARNATLUI89	Carmelita S Castro	Female	24 yrs 1 mon
Edit Delete	01/07/2013	1	TBERJOAJAN88	Bernardo Araujo	Male	25 yrs 1 mon
Edit Delete	01/03/2013	1	TJULAGUSTA09	Julia dos Santos	Female	4 yrs 1 mon
Edit Delete	01/30/2013	1	TBLAABUTIN61	Blasius Taus	Male	52 yrs 1 mon
Edit Delete	01/02/2013	1	TALMISAMAT88	almeira de jesus	Female	25 yrs 1 mon
Edit Delete	01/14/2013	1	TJOAMARTOL80	joao gonsalves	Male	33 yrs 1 mon

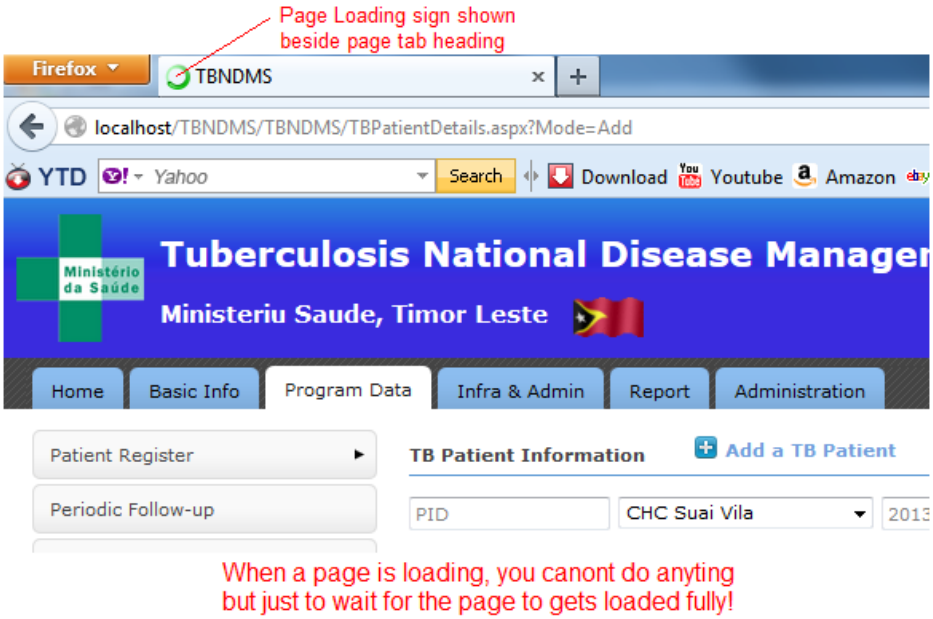
You'd see this loading image when:

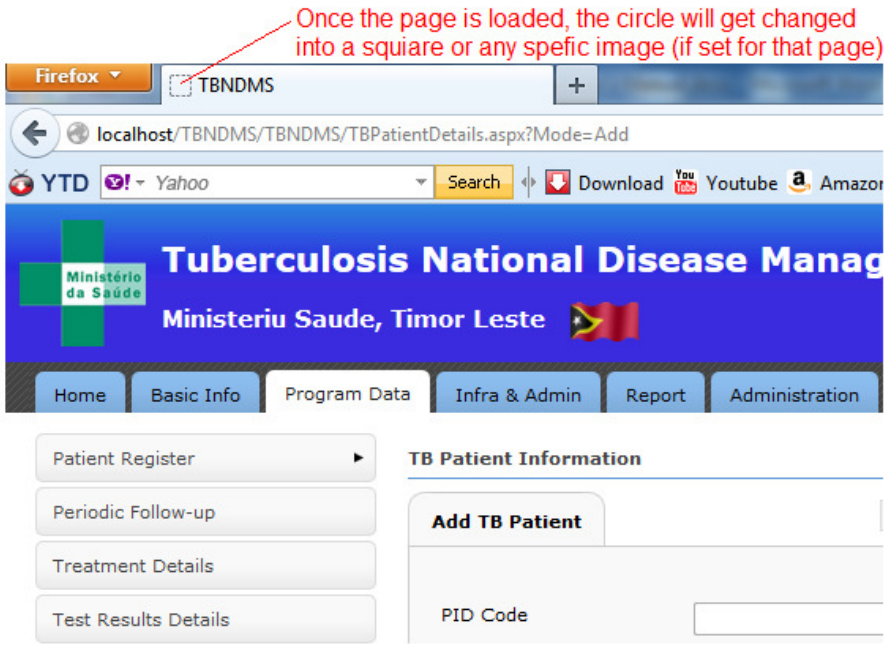
(1) You are doing an 'Apply Filter; or
(2) You select an item from district DDL. This is because, it will load sub district DDL according to selected district; or
(3) You select a report option and its associated filters get activated; or
(4) During any other situation whenever the system remains busy in getting data from online you've requested it to do

YOU SHOULD WAIT TILL THE IMAGE DISAPPEARS; BECAUSE IT IS NOT YET READY FOR YOU TO DO NEXT ACTION!

g. Page Loading Sign

The system also remains busy from the time a page is requested and till it gets loaded fully. However, this will not show any image; but instead, it will show a small rotating circle in the browser tab heading. This is shown below:





h. Message for Must Entry Fields

While you'd try to save a new record, there will be some field(s) that must be provided to get the record saved into the system. If you don't provide those must entry information, the system will give you notification message. The message will be looking like shown below:

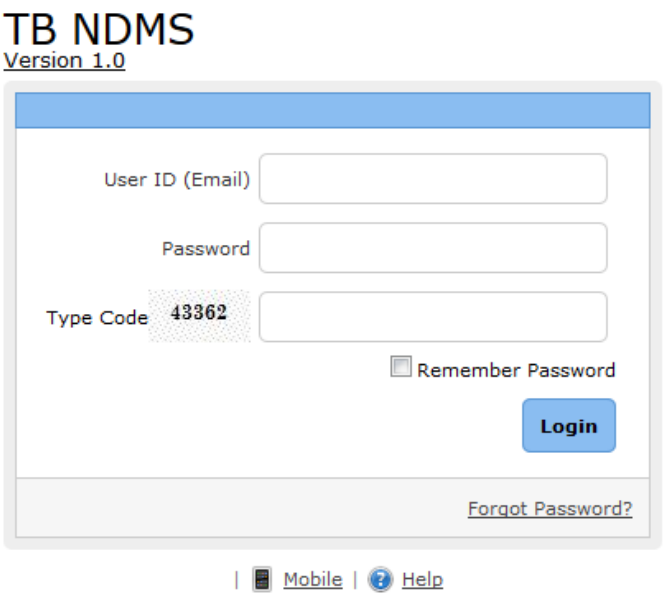
Chapter 2 – Login, Logout, and Change Password

1. Login to TBNDMS

Please do followings to login to TBNDMS:

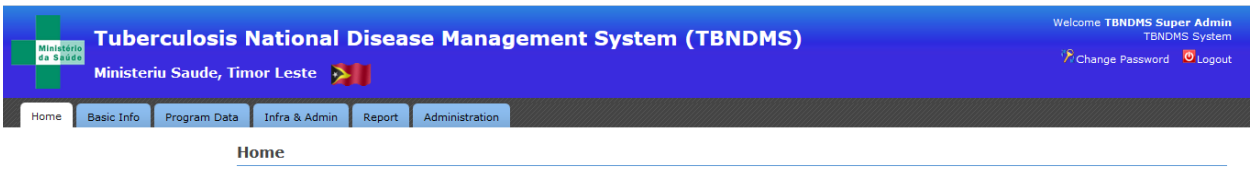
(1) Open Mozilla Firefox browser (*use version 19 or later*)
(2) Then go to this link:
http://www.tbndms.tlhealthinformationsystem.com/

(3) This will load the login page as shown below:

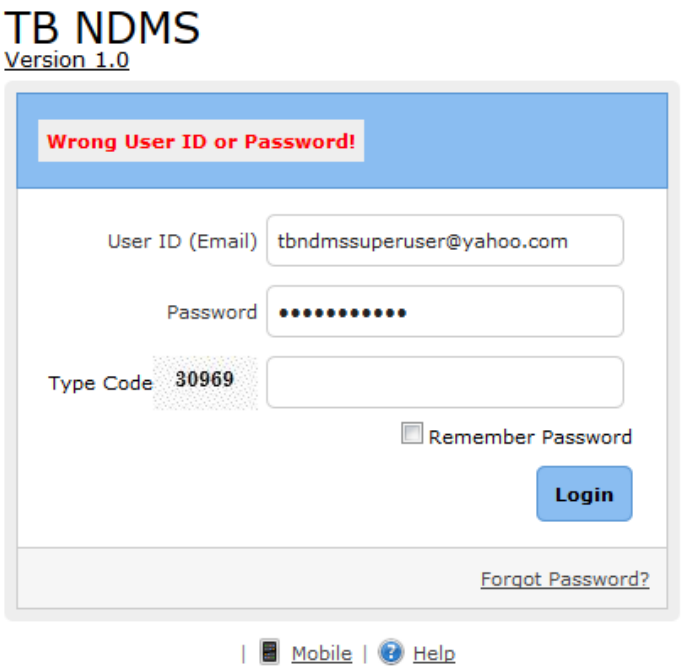


(4) Type:
User ID (Email): login user email ID (Please note, this is NOT your personal email ID! This is the ID that is used to log into the TBNDMS)
Password: login password
Type Code: Type the digits that you can see on the screen (this is to protect your account/system from spamming)
(5) You may or may not check the 'Remember Password'; but if you are not using your own laptop or desktop, it is suggested NOT TO CHECK this check box!
(6) Click 'Login' button to login to TBNDMS and wait till you are logged in

(7) After a successful login, you'd see below page:



(8) If you've provided wrong information during login, then you'd see below message:

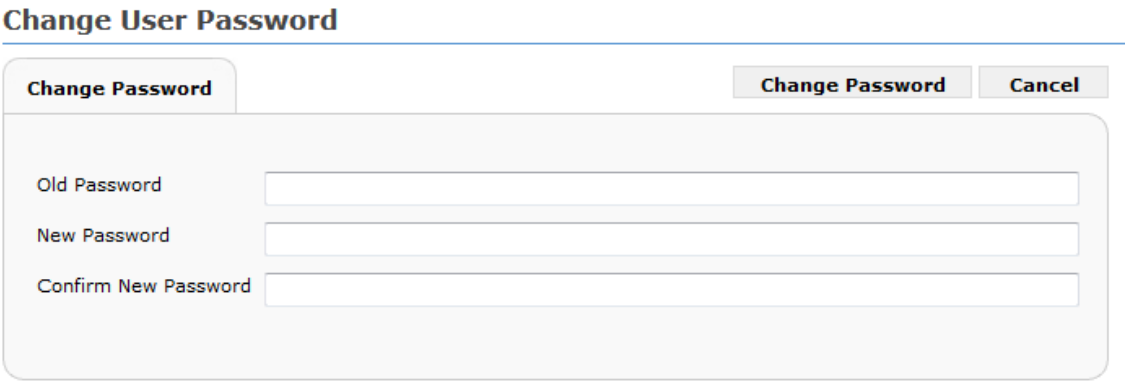


In this case you try again with correct credentials to enter into the system.

2. Change Password

Please do followings to change your password:

(1) After login, click on the 'Change Password' link button at the top right corner of the TBNDMS
(2) This will load the change password page as shown below:



(3) Type existing password, and then your new password two times and then click on 'Change Password' button to change your new password finally

PLEASE SAVE YOUR NEW PASSWORD IN SAFE PLACE SO THAT YOU DON'T FORGET IT OR IT IS NOT DISCLOSED TO ANYONE!

3. Logout from TBNDMS

Please do followings to logout from TBNDMS:

(1) After login, click on the 'Logout' link button at the top right corner of the TBNDMS
(2) This will take you out off TBNDMS and load login page again (for next login)

Chapter 3 – Basic Information Tab

1. Overview

This tab contains the functionalities for entering basic information that are required for the system. Such as, district, sub district, staff position category etc. All these functionalities are realized by some menus. These menus are:

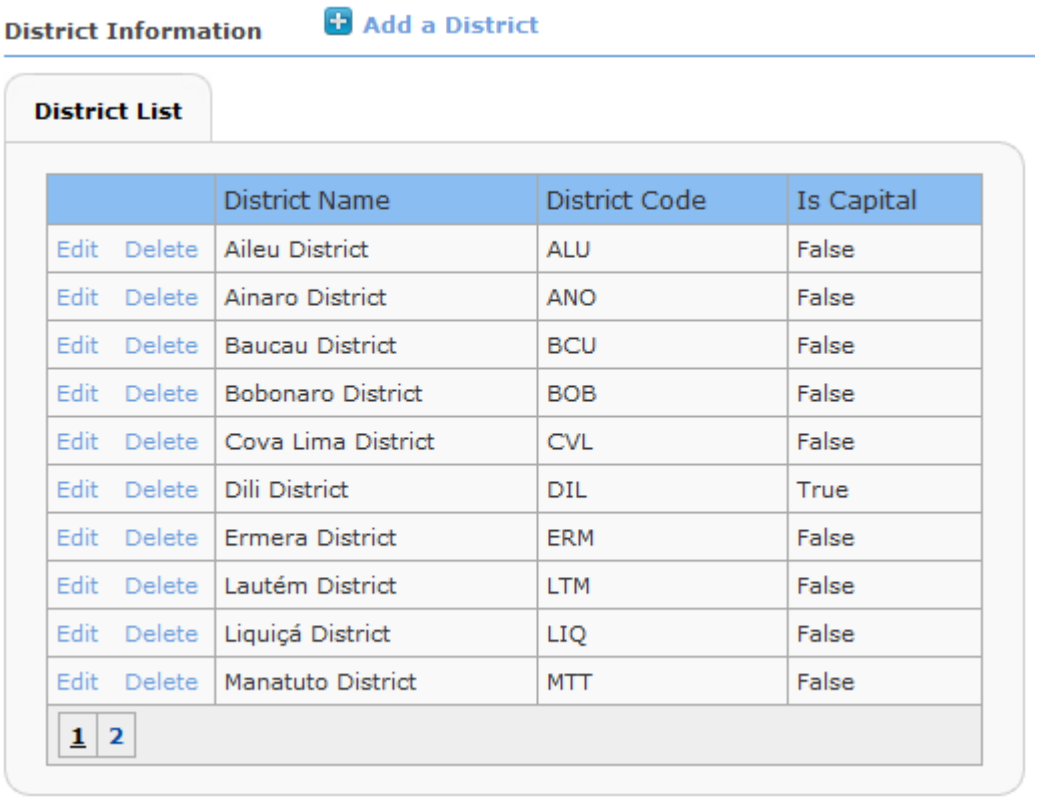
(1) District
(2) Sub District
(3) Position Category
(4) Organization
(5) Organization Facility
(6) Personnel Information
(7) Prescription Code
(8) Treatment Phase

If you click on 'Basic Info' tab, you'd be able to see above menus at the left and also data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no black arrow tip.

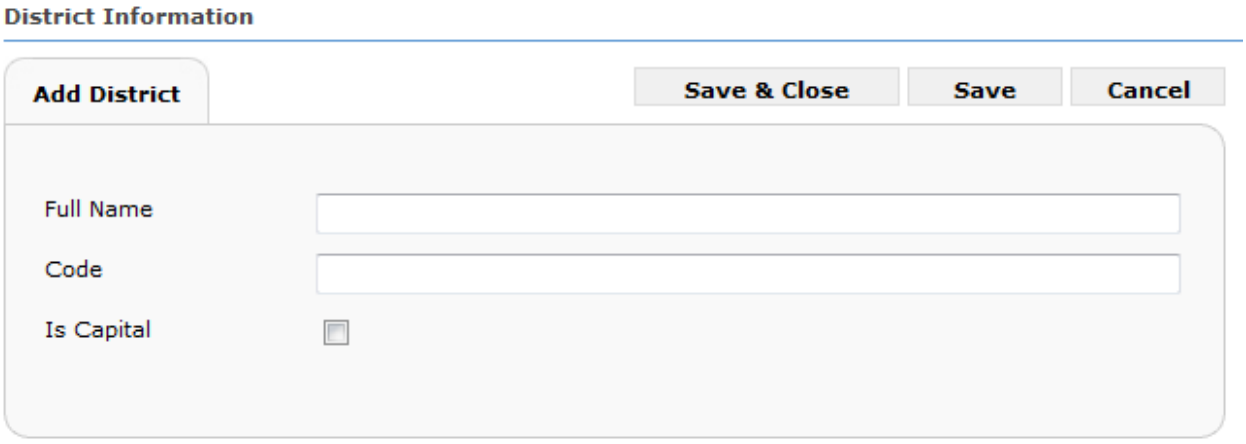
Note that, information under this tab are usually kind of one-time setting which you'd need to enter at the beginning of starting the system. Such as, you'd probably very rarely use district menu to add a new district because in not every year you'd have a new district in your country!

2. District Menu

This menu is to set up district information. Click on 'District' menu to go to district page. You'd see all the available districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the districts. The district GV will look like:


District Information
Add a District
District List
District Name
District Code
Is Capital
Edit Delete Aileu District ALU False
Edit Delete Ainaro District ANO False
Edit Delete Baucau District BCU False
Edit Delete Bobonaro District BOB False
Edit Delete Cova Lima District CVL False
Edit Delete Dili District DIL True
Edit Delete Ermera District ERM False
Edit Delete Lautém District LTM False
Edit Delete Liquiçá District LIQ False
Edit Delete Manatuto District MTT False
1 2

In order to add a new district, do followings:
(1) Click on 'Add a District' link button
(2) You'd see below page:

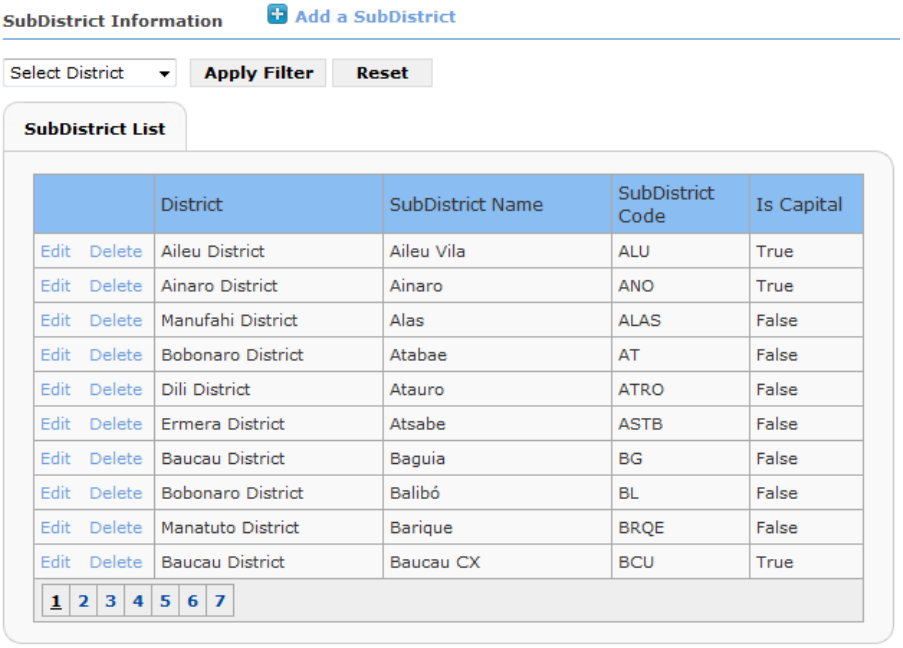


(3) Type 'Full Name', district 'Code' and then check 'Is Capital' if it is the capital of the country
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to district list GV.

3. Sub District Menu

This menu is to enter sub district information. Click on 'Sub District' menu to go to sub district page. You'd see all the available sub districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the sub districts. The sub district GV will look like:

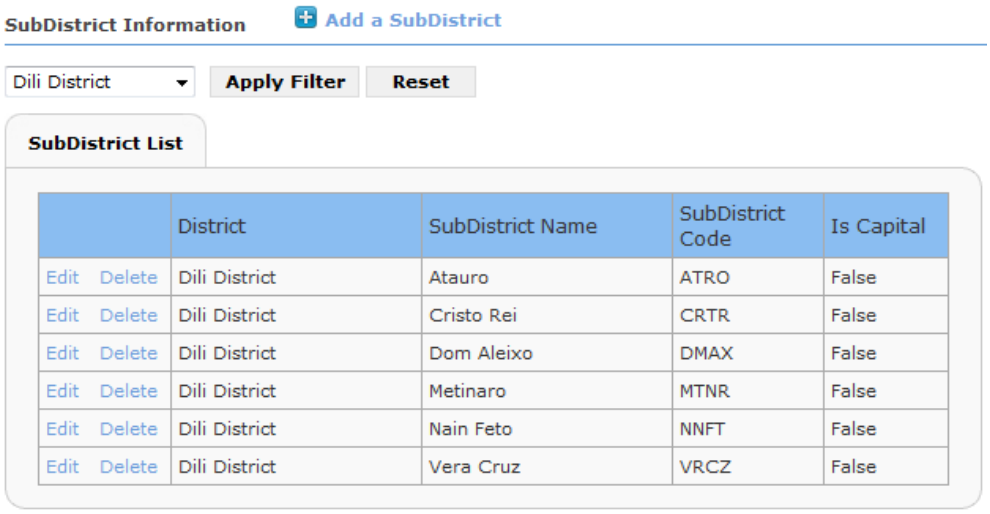


	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

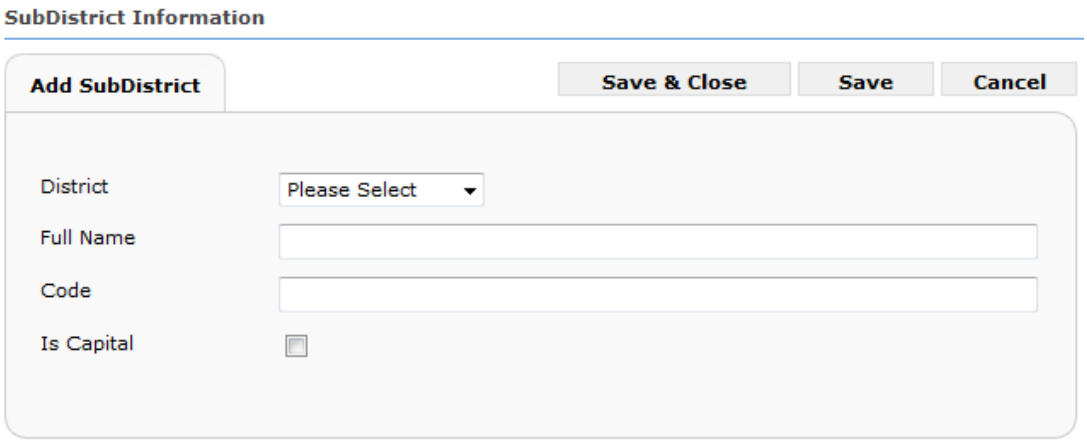
1 2 3 4 5 6 7

Note in the above GV list that, it is showing all the sub districts. At this point you may do an 'Apply Filter' to view sub district of a specific district. To do this, do followings:

(1) Select a district (say, Dili) from DDL in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all sub districts of district Dili


SubDistrict Information
Add a SubDistrict
Dili District
Apply Filter
Reset
SubDistrict List
District
SubDistrict Name
SubDistrict Code
Is Capital
Edit Delete Dili District Atauro ATRO False
Edit Delete Dili District Cristo Rei CRTR False
Edit Delete Dili District Dom Aleixo DMAX False
Edit Delete Dili District Metinaro MTNR False
Edit Delete Dili District Nain Feto NNFT False
Edit Delete Dili District Vera Cruz VRCZ False

In order to add a new sub district, do followings:
(1) Click on 'Add a Sub District' link button
(2) You'd see below page:



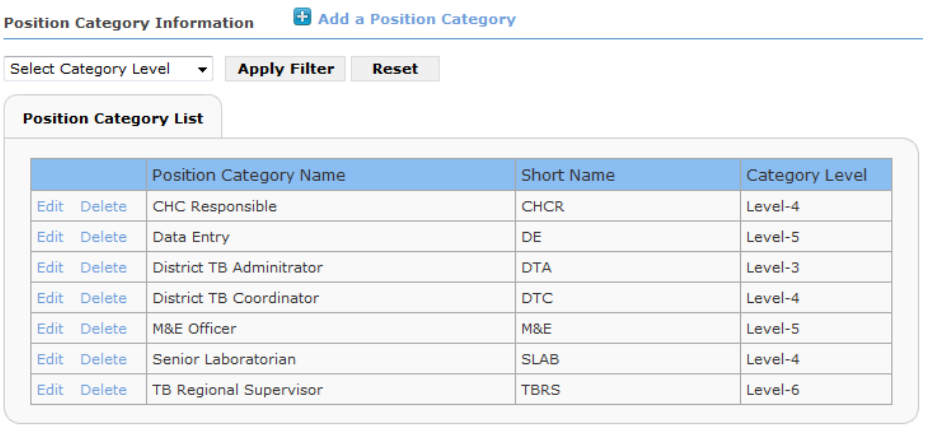
(3) Select one district under which you'd like to add this new sub district, then type 'Full Name', sub district 'Code' and then check 'Is Capital' if it is the capital of the selected district
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

4. Position Category

This menu is to set up staffs' position category information. Click on 'Position Category' menu to go to staffs' position category page. You'd see all the available staffs' positions in the GV

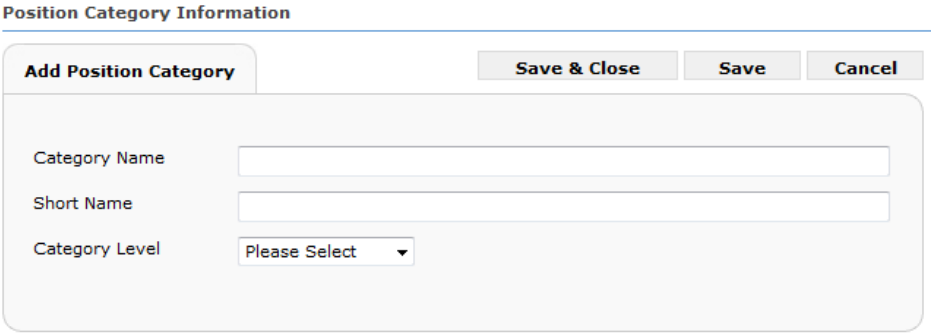
list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:



In order to add a new position category, do followings:

(1) Click on 'Add a Position Category' link button

(2) You'd see below page:



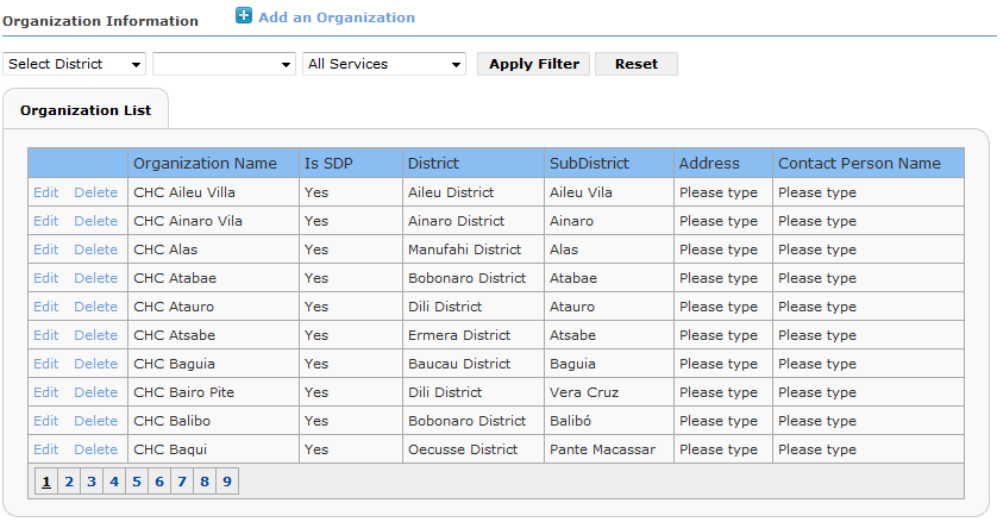
(3) Type Category Name, Short Name, and Category Level

(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

5. Organization

This menu is to enter organization's information. Click on 'Organization' to go to organization page. You'd see all the available organizations in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:

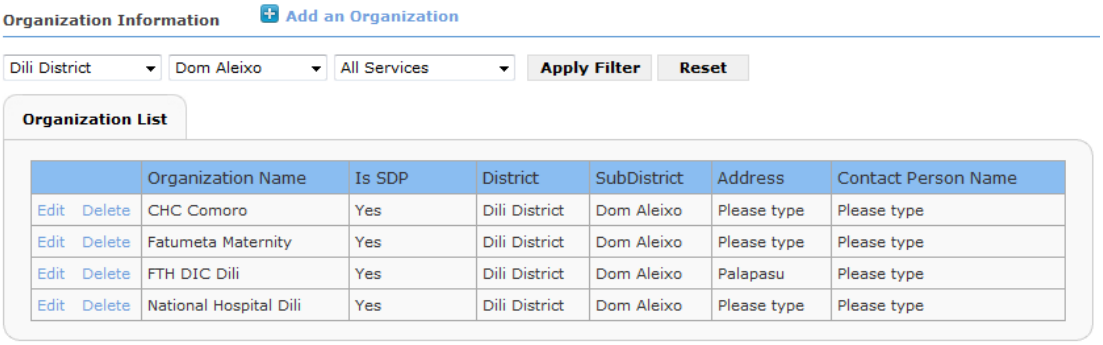

Organization Information
Add an Organization
Select District
All Services
Apply Filter
Reset
Organization List
Organization Name
Is SDP
District
SubDistrict
Address
Contact Person Name
Edit Delete CHC Aileu Villa Yes Aileu District Aileu Vila Please type Please type
Edit Delete CHC Ainaro Vila Yes Ainaro District Ainaro Please type Please type
Edit Delete CHC Alas Yes Manufahi District Alas Please type Please type
Edit Delete CHC Atabae Yes Bobonaro District Atabae Please type Please type
Edit Delete CHC Atauro Yes Dili District Atauro Please type Please type
Edit Delete CHC Atsabe Yes Ermera District Atsabe Please type Please type
Edit Delete CHC Baguia Yes Baucau District Baguia Please type Please type
Edit Delete CHC Bairo Pite Yes Dili District Vera Cruz Please type Please type
Edit Delete CHC Balibo Yes Bobonaro District Balibó Please type Please type
Edit Delete CHC Baqui Yes Oecusse District Pante Macassar Please type Please type
1 2 3 4 5 6 7 8 9

At this point you may do an 'Apply Filter' to view organizations as per district, sub district, and service type. To do this, do followings:

(1) Select a district (say, Dili) and a sub district (say, Dom Alexio) from DDLs in the filter section

(2) Then click on 'Apply Filter'

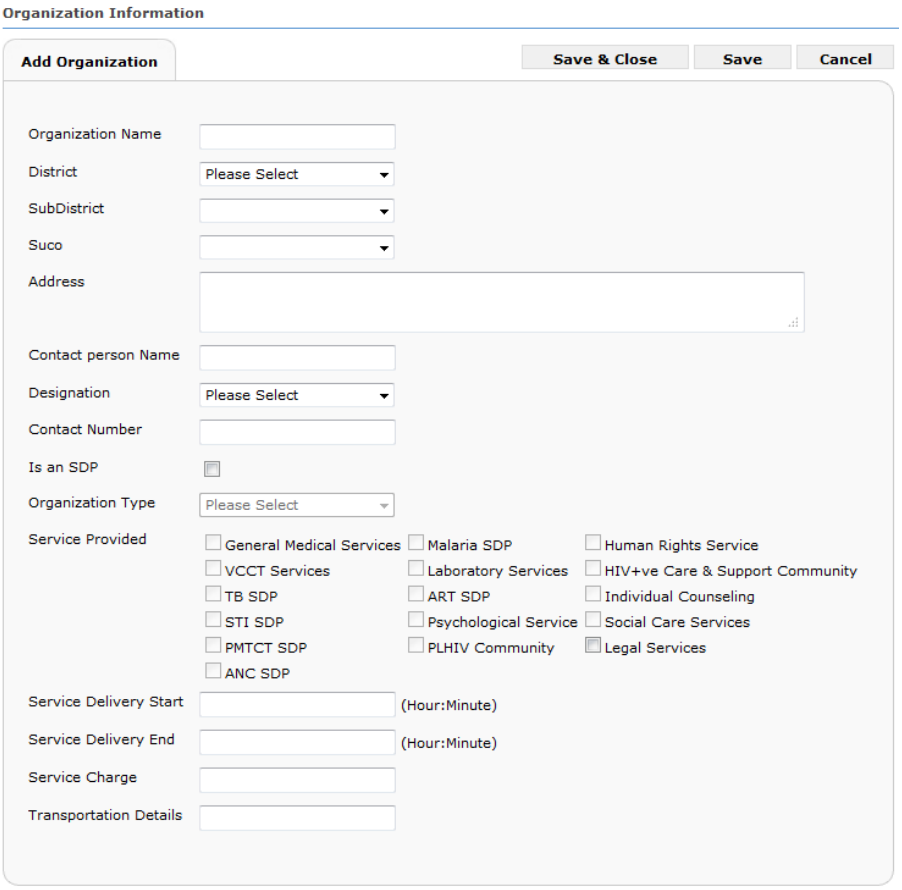
(3) Notice that, the GV is now filled with all organizations under district Dili and sub district Dom Alexio


Organization Information
Add an Organization
Dili District
Dom Aleixo
All Services
Apply Filter
Reset
Organization List
Organization Name
Is SDP
District
SubDistrict
Address
Contact Person Name
Edit Delete CHC Comoro Yes Dili District Dom Aleixo Please type Please type
Edit Delete Fatumeta Maternity Yes Dili District Dom Aleixo Please type Please type
Edit Delete FTH DIC Dili Yes Dili District Dom Aleixo Palapasu Please type
Edit Delete National Hospital Dili Yes Dili District Dom Aleixo Please type Please type

In order to add a new organization, do followings:

(1) Click on 'Add an Organization' link button

(2) You'd see below page:



(3) Type or select below information:
Organization Name*: Name of the organization.
District*: The district where you want to add this organization.
Sub District*: The sub district where you want to add this organization.
Suco: The suco where you want to add this organization.
Address: Address of the organization.
Contact Person Name: Name of contact person.
Designation: Designation of the contact person.
Contact Number: Contact number of the organization.
Is an SDP: Specify whether the new organization is a service delivery point.
Organization Type: This will only be enabled if you've checked 'Is an SDP'. This is to specify the type of service delivery point for this organization; such as, CHC or HNGV etc.
Service Provided: The services that the organization will provide; such as, TB, PMTCT, ANC, VCCT etc. *If you don't choose appropriate service types, you would not see the desired organization in the organization DDL. Such as, if you don't select 'TB SDP' then that organization will NOT APPEAR in the Organization Facility page GV.*
Service Delivery Start: At what time the organization starts its service.
Service Delivery End: At what time the organization ends its service.
Service Charge: Amount (in US$) that is charged for each service.
Transportation Details: How to reach the organization.

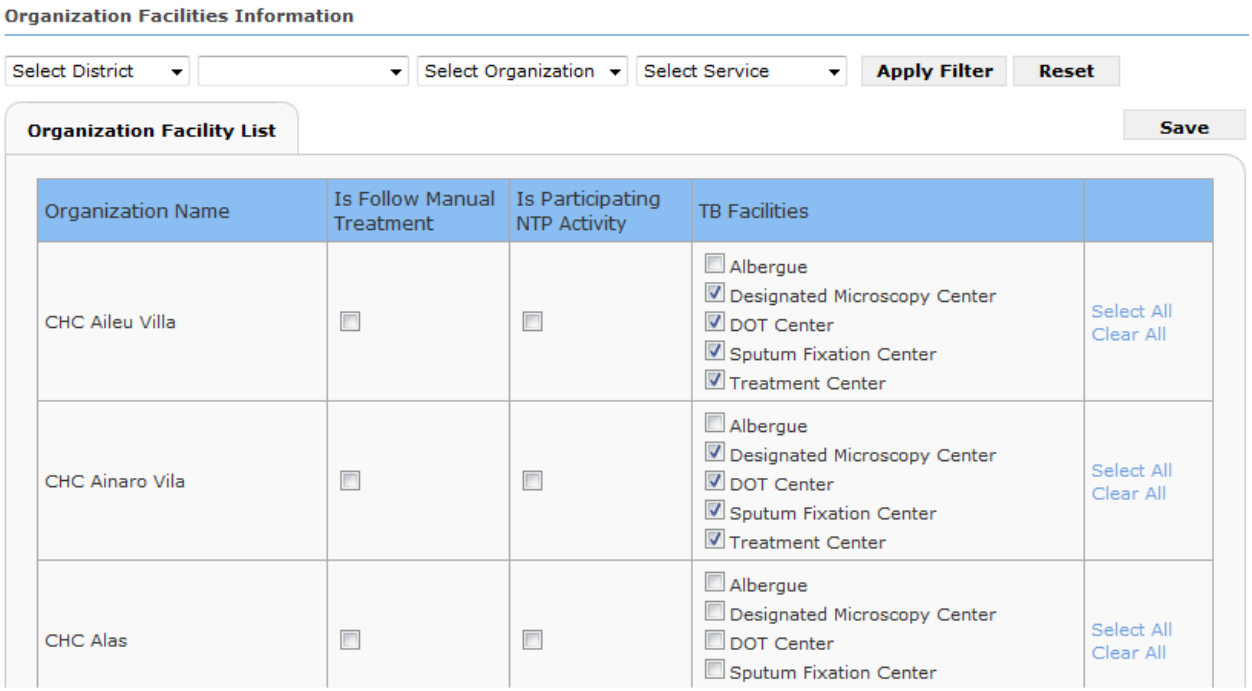
Important!
Field with * marking is a mandatory field that must be provided to save an organization. If you don't provide that information, system will not save the organization and will show error message in red text.

(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

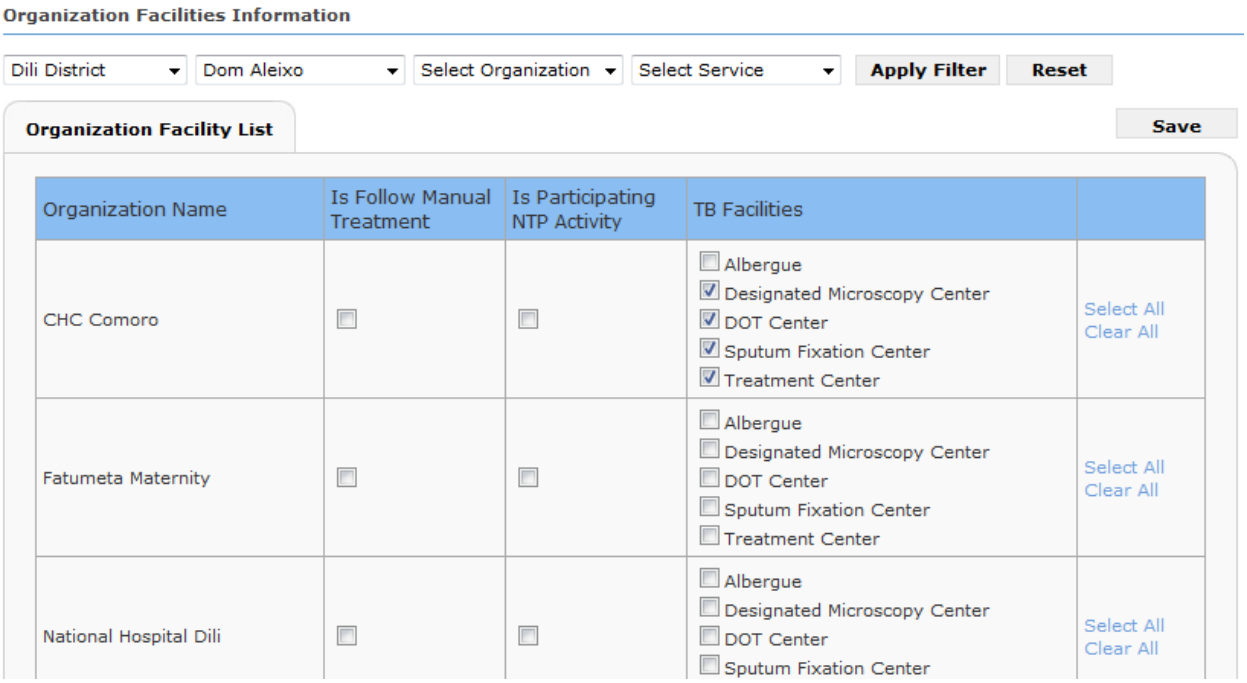
6. Organization Facility

This menu is to enter organization facility information. Click on 'Organization Facility' to go to organization facility page. You'd see all the available organizations in the GV list with their detail service facility information. Please note that, this GV will only show those organizations marked with 'TB SDP' as Service Provided. The GV will look like shown below:



At this point you may do an 'Apply Filter' to view specific organizations. To do this, do followings:

(1) Select a district (say, Dili) and a sub district (say, Dom Alexio) from DDLs in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all organizations under district Dili and sub district Dom Alexio



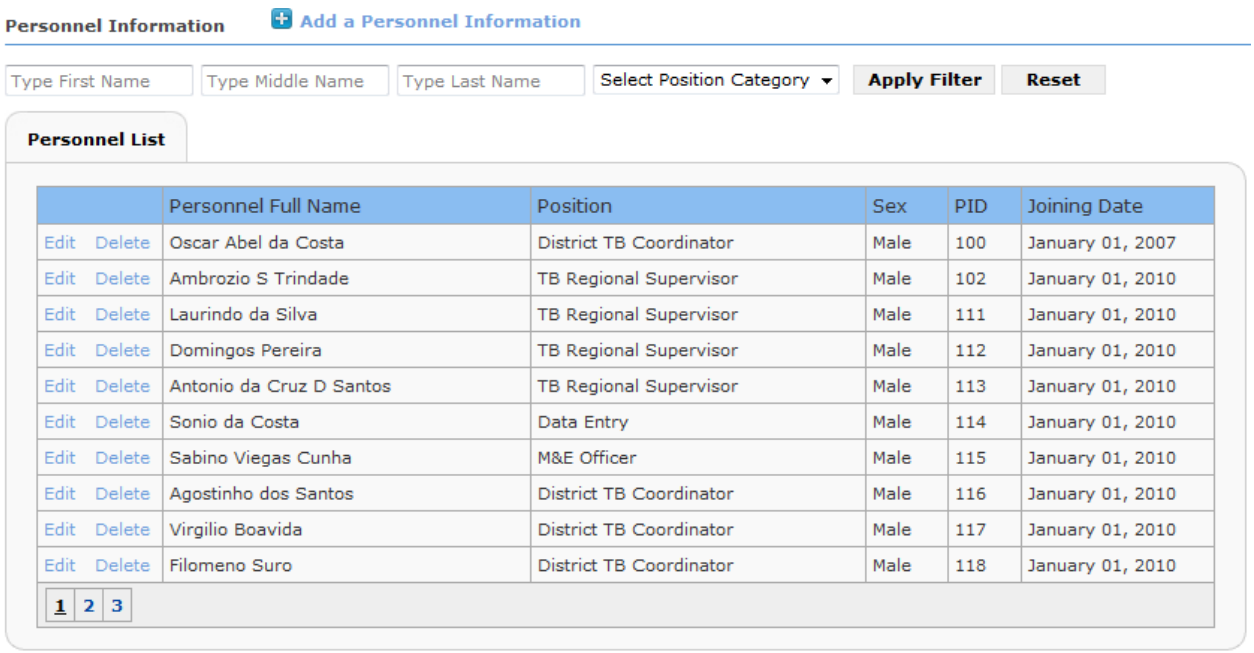
Note that, there is no link button to save organization facility. Instead, you'd need to choose appropriate check boxes to define an organization's facility. Also note that, the GV has 5 columns:
(1) Organization Name:
(2) Is Follow Manual Treatment:
(3) Is Participating NTP Activity:
(4) TB Facilities:

The rightmost column (with no column heading) contains two link buttons:
(1) Select All: to select all TB Facilities with one click
(2) Clear All: to deselect all TB Facilities with one click

Important!
If you don't choose 'DOT Center' as TB Facility, then you will NOT GET that organization in the TB Registration Unit's DDL.

7. Personnel Information

This menu is to enter personnel information such as staffs and system user information. Click on 'Personnel Information' to go to personnel information page. You'd see all the available personnel in the GV list with their detail information. The GV will look like shown below:

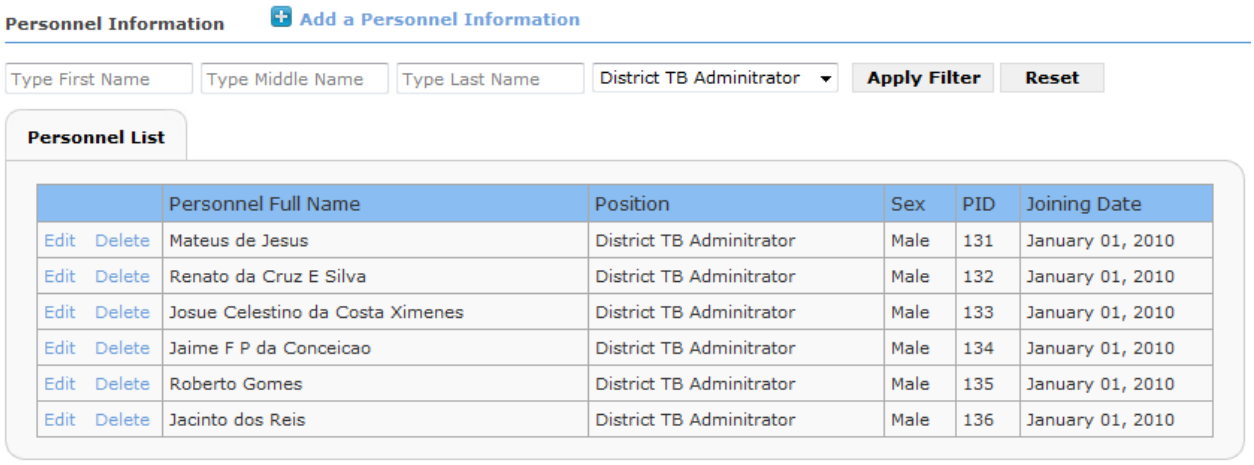


	Personnel Full Name	Position	Sex	PID	Joining Date
Edit Delete	Oscar Abel da Costa	District TB Coordinator	Male	100	January 01, 2007
Edit Delete	Ambrozio S Trindade	TB Regional Supervisor	Male	102	January 01, 2010
Edit Delete	Laurindo da Silva	TB Regional Supervisor	Male	111	January 01, 2010
Edit Delete	Domingos Pereira	TB Regional Supervisor	Male	112	January 01, 2010
Edit Delete	Antonio da Cruz D Santos	TB Regional Supervisor	Male	113	January 01, 2010
Edit Delete	Sonio da Costa	Data Entry	Male	114	January 01, 2010
Edit Delete	Sabino Viegas Cunha	M&E Officer	Male	115	January 01, 2010
Edit Delete	Agostinho dos Santos	District TB Coordinator	Male	116	January 01, 2010
Edit Delete	Virgilio Boavida	District TB Coordinator	Male	117	January 01, 2010
Edit Delete	Filomeno Suro	District TB Coordinator	Male	118	January 01, 2010

1 2 3

At this point you may do an 'Apply Filter' to view specific organizations. To do this, do followings:

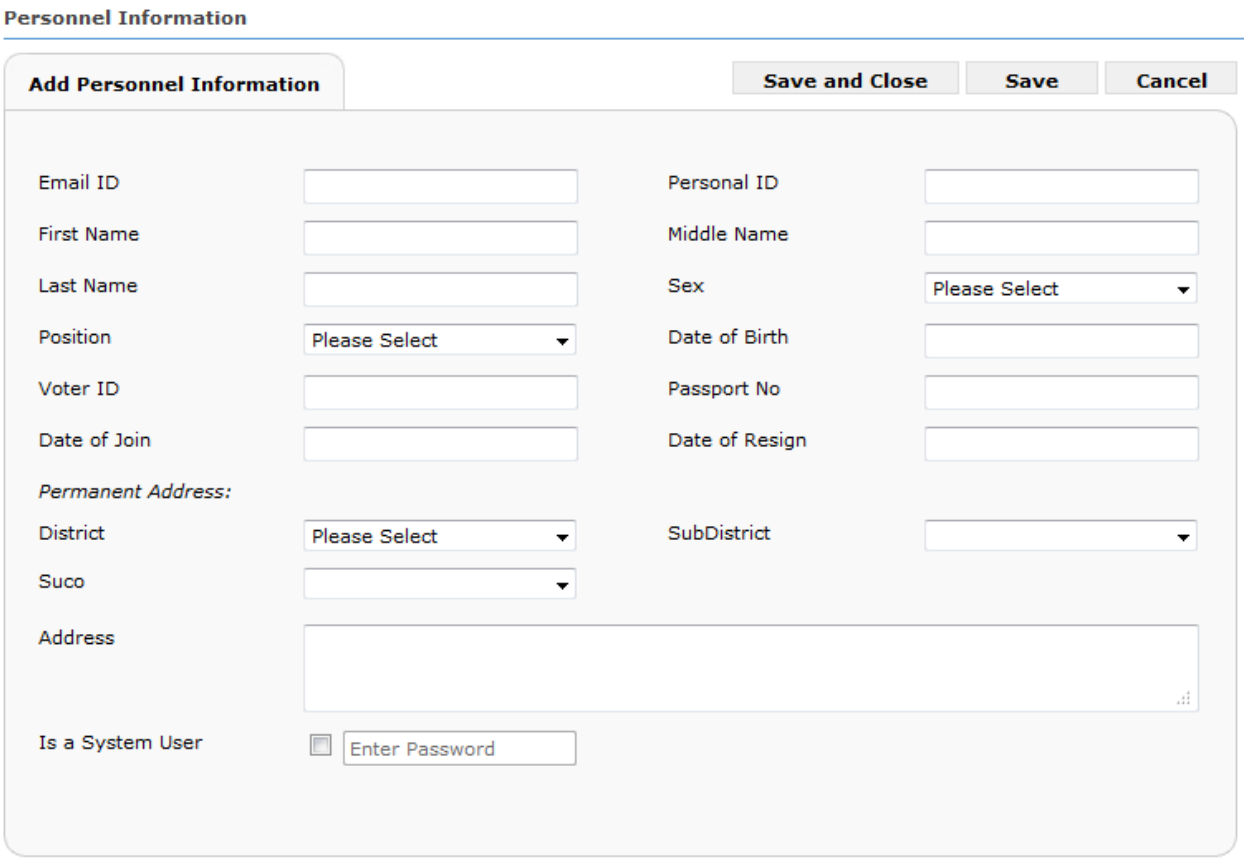
(1) Select a position category (say, District TB Administrator) from DDLs in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all staffs with position District TB Administrator



	Personnel Full Name	Position	Sex	PID	Joining Date
Edit Delete	Mateus de Jesus	District TB Administrator	Male	131	January 01, 2010
Edit Delete	Renato da Cruz E Silva	District TB Administrator	Male	132	January 01, 2010
Edit Delete	Josue Celestino da Costa Ximenes	District TB Administrator	Male	133	January 01, 2010
Edit Delete	Jaime F P da Conceicao	District TB Administrator	Male	134	January 01, 2010
Edit Delete	Roberto Gomes	District TB Administrator	Male	135	January 01, 2010
Edit Delete	Jacinto dos Reis	District TB Administrator	Male	136	January 01, 2010

In order to add new personnel information, do followings:

(1) Click on 'Add a Personnel Information' link button
(2) You'd see below page:



(3) Type or select below information:

Email ID*: This is the ID for logging into the system. This is a must entry when you'd define a person as a system user. But if you are not defining the person as a system user, then you can keep this field blank.
Personnel ID: This is the ID given to each individual staff by admin department (if any).
First Name*: First name of the person.
Middle Name: Middle name of the person.
Last Name: Last name of the person.
Sex*: Sex of the person.
Position*: Position of the person.
Date of Birth*: Date of birth of the person.
Voter ID: Voter ID of the person.
Passport No: Passport no of the person.
Date of Join: Date of joining to the office.
Date of Resign: Date of resigning from the office.
District*: Permanent district of the person.
Sub District*: Permanent sub district of the person.

Suco: Permanent suco of the person.
Address: Permanent address of the person.
Is a System User: Check this field if you want to define the person as system user. If you choose to do so, then you must provide Email ID (explained above) and a Password*.

Important!
Field with * marking is a mandatory field that must be provided to save a person/staff. If you don't provide that information, system will not save the person/staff and will show error message in red text.

(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to personnel list GV.

Chapter 4 – Program Data Tab

1. Overview

This tab contains the functionalities for entering program data; such as, patient registration, follow up data, drug information, patient transfer, patient referral etc. All these functionalities are realized by some menus. These menus are:

(1) Patient Register
(2) Periodic Follow-up
(3) Treatment Details
(4) Test Results Details
(5) Patient Transfer
(6) Referral Record
(7) Children Prophylaxis Treatment
(8) Door Counseling Visit
(9) Drug & Test Kit Stock Register
(10) Drug & Test Kit Distribution
(11) Drug & Test Kit Stock Mustering
(12) Program & Logistics Report

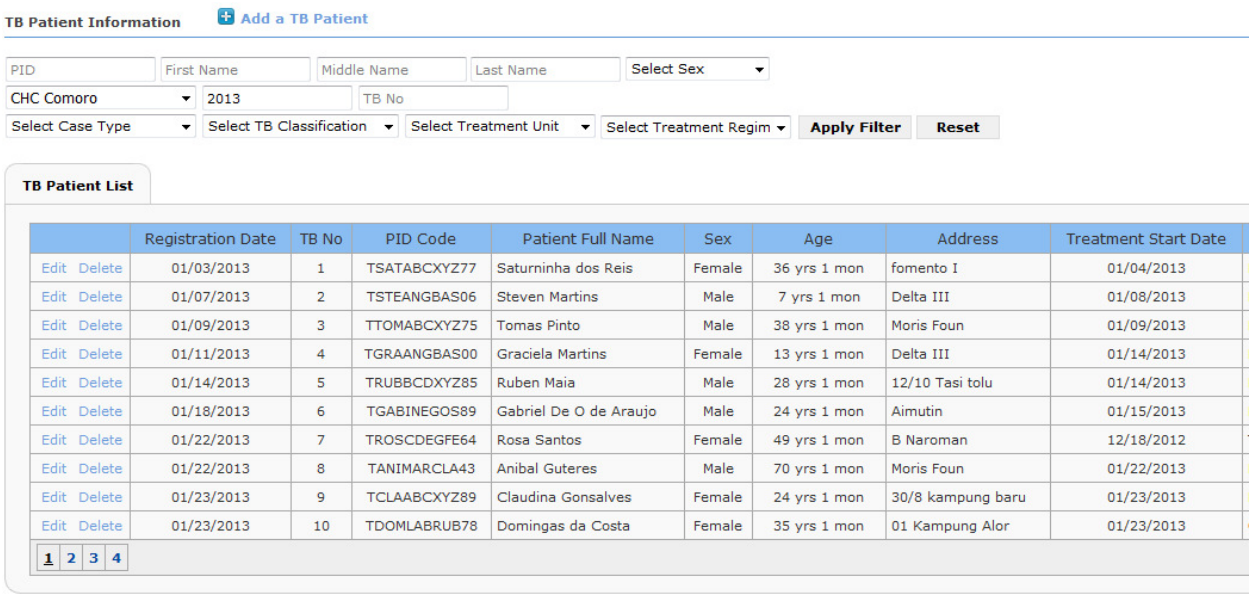
If you click on 'Program Data' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no black arrow tip.

This is the main section of the system that will be used by most users and most of the time.

2. Patient Register Menu

This menu is to do patient registration into TB register. Click on 'Patient Register' menu to go to patient registration page. At this point, you'd not see anything but just a blank GV and the filter section. Patients will not get loaded while loading this page. To see the patients list of a particular registration unit do followings:

(1) Select a TB Registration Unit (say, CHC Comoro) and Registration Year (say, 2013) and then click on 'Apply Filter' button.
(2) This will list all the TB patients from CHC Comoro who have been registered in the year 2013.
(3) The page will look like as shown below:



(4) Please note that, you can do further filtering to see more specific patients. Such as, if you are willing to see only smear positive patients who have been registered at CHC Comoro and in the year 2013, then you'd need to select Smear Positive from the DDL filter Select a TB Classification. If you do Apply Filter with these 3 filters, then you will see your desired list in the GV.

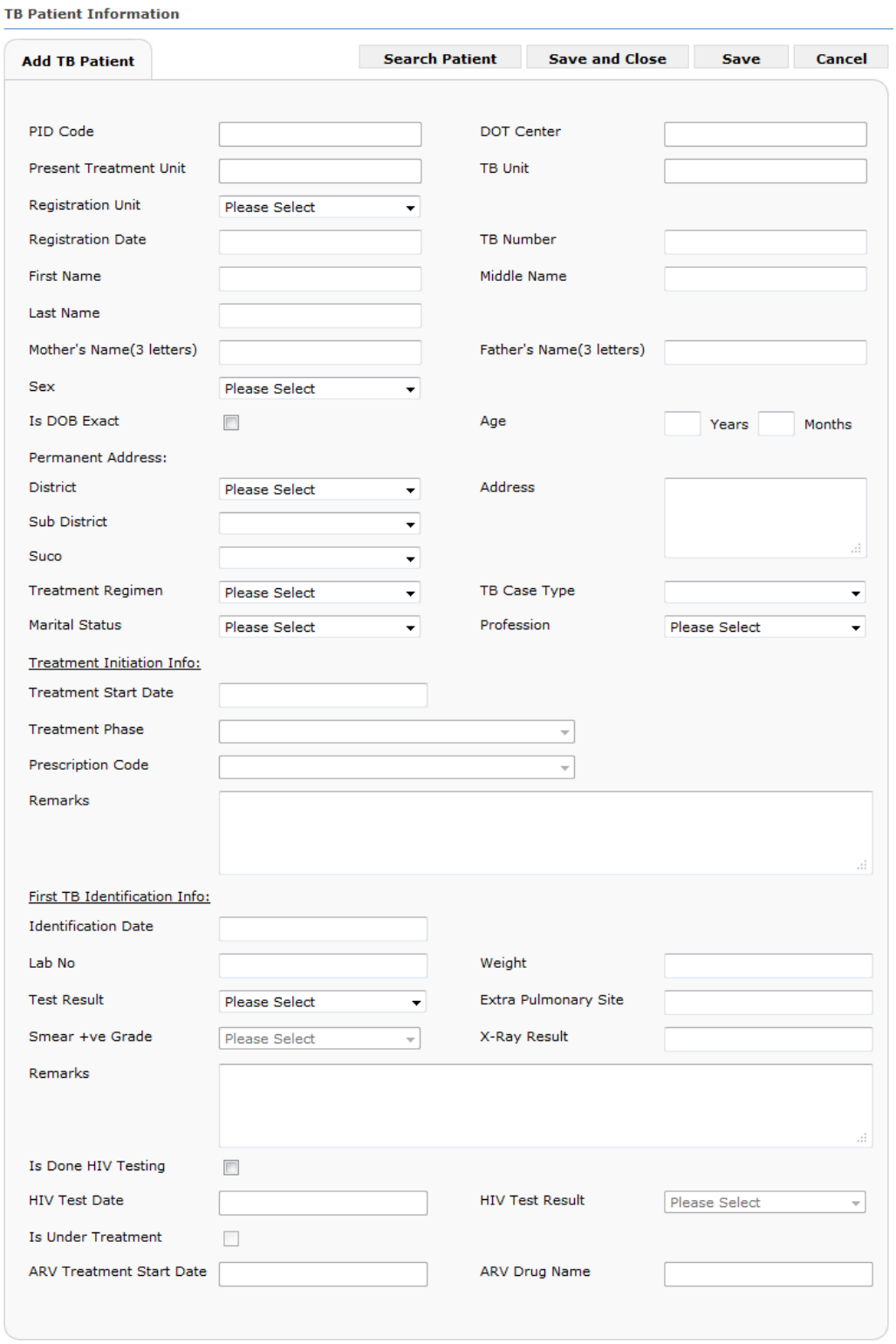
(5) Like this, you can choose various filters to view different patients list.

(This remaining part of the page is intentionally kept blank)

In order to add a new TB patient, do followings:

(1) Click on 'Add a TB Patient' link button

(2) You'd see below page:



(3) Notice that, you cannot click on first 4 text boxes. This is because these boxes are read only text boxes. System will show you related information in these read only text boxes.

(4) Type or select below information:

Registration Unit*: This is the name of unit where TB register is belonging to.
Registration Date*: Date of registration.
TB Number*: TB number given to the patient.
First Name*: First name of the TB patient.
Middle Name: Middle name of the TB patient.
Last Name: Last name of the TB patient.
Mother's Name (3 letters)*: First 3 letters of mother name.
Father's Name (3 letters)*: First 3 letters of father name.
Sex*: Sex of the TB patient.
Is DoB Exact: Most of the cases you'd not need to check this box as because exact date of birth may not be available. Instead, you'd need to enter age of the patient on the registration day. Please note that, if you've chosen Is DoB Exact box, then you will see a date entry box; you will not see the age boxes.
Date of Birth: Date of birth of the person.
Age*: Age of the patient during on the registration date. There are two boxes; one is for year and another is for month. For example, if you'd like to enter age as 30 yrs 8 months, then you'd need to type 30 in the first box and 8 in the second box. Please note that, if you've chosen Is DoB Exact box, then you will see a date entry box; you will not see the age boxes.
District*: Permanent district of the TB patient.
Sub District*: Permanent sub district of the TB patient.
Suco: Permanent suco of the TB patient.
Address: Permanent address of the TB patient.
Treatment Regimen*: TB treatment regimen.
TB Case Type*: TB case type.
Marital Status: Marital status of TB patient.
Profession: Profession of TB patient.
Treatment Start Date*: Date when TB treatment started.
Treatment Phase: A read only field; system will show it automatically.
Prescription Code: A read only field; system will show it automatically.
Remarks: This text box is for typing any additional information regarding TB treatment.
Identification Date*: This is the initial test result date i.e. date when the person was diagnosed as a TB patient.
Lab No*: Laboratory Number. This is a must field when you choose Smear Positive or Smear Negative in the Test Result DDL. If you choose other values then you don't need to enter lab number.
Weight: Weight of the TB patient.
Test Result*: Test result.
Extra Pulmonary Site: Details of extra pulmonary site.

Smear +ve Grade*: This is a must field when you choose Smear Positive or Smear Negative in the Test Result DDL; otherwise you will not be able to select anything from this DDL.
X-Ray Result: Details of x-ray result of the TB patient.
Remarks: This text box is for typing any additional information regarding TB test result.
Is Done HIV Testing: Check this box if you want to save patient's HIV test related information. Note that, unless you check this box, all fields below it are not enabled. You'd need to check this box if you want to enter information in those fields.
HIV Test Date*: Date when HIV testing was done.
HIV Test Result: HIV test result.
Is Under Treatment: Check this box if the TB patient is also under ARV treatment.
ARV Treatment Start Date: Date when ART treatment started. Note that, this field is not enabled. You'd need to check the Is Under Treatment box to make it enabled.
ARV Drug Name: ARV drug name. Note that, this field is not enabled. You'd need to check the Is Under Treatment box to make it enabled.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(3) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB register GV page.

(5) Please note that, once you have saved a TB patient into register, you will not be able to change the values of following fields:

- Treatment Start Date
- Test Result
- Grade
- Extra Pulmonary Site
- X-Ray Result
- Lab No
- Weight
- Remarks

(6) To change the values of these fields, do following:

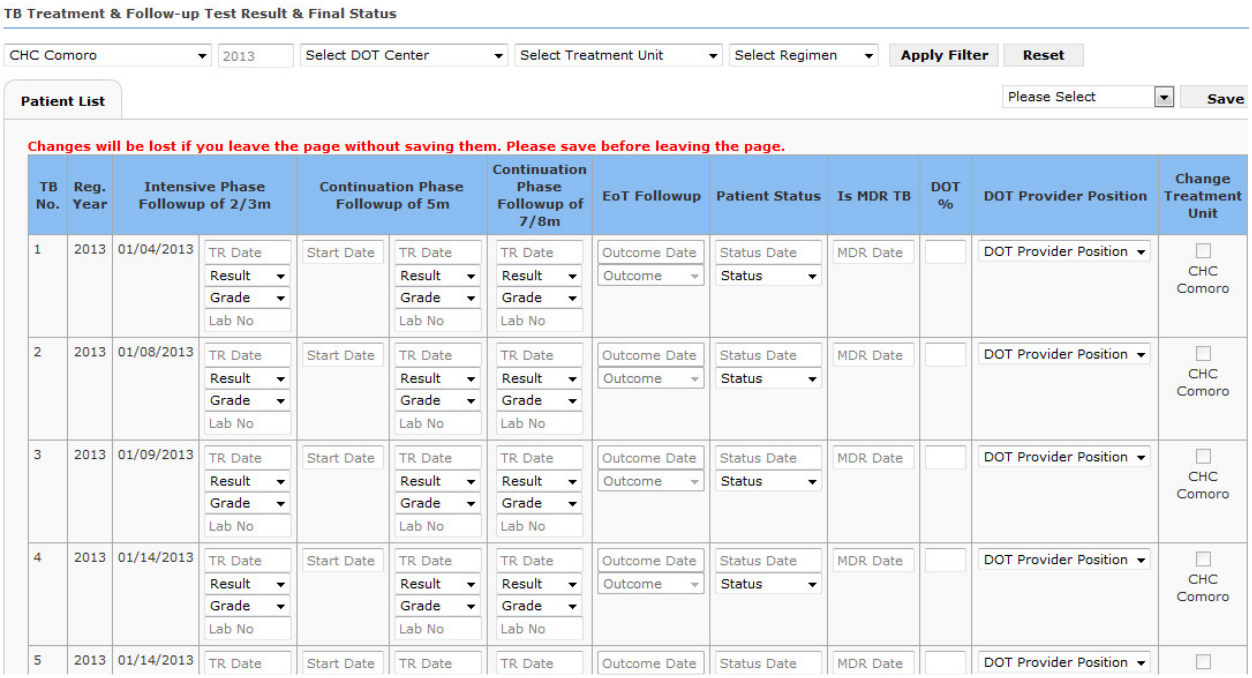
- Treatment Start Date: from menu Treatment Details (to be explained later under this tab)
- Test Result: from menu Test Result Details (to be explained later under this tab)
- Grade: from menu Test Result Details (to be explained later under this tab)

- Extra Pulmonary Site: from menu Test Result Details (to be explained later under this tab)
- X-Ray Result: from menu Test Result Details (to be explained later under this tab)
- Lab No: from menu Test Result Details (to be explained later under this tab)
- Weight: from menu Test Result Details (to be explained later under this tab)
- Remarks: from menu Test Result Details (to be explained later under this tab)

3. Periodic Follow-up Menu

This menu is to record/save periodic follow-up information of TB patients (from physical TB register). Click on 'Periodic Follow-up' menu to go to the TB patients' periodic follow-up page. At this point, you'd not see anything but just a blank GV and the filter section. Patients will not get loaded while loading this page. To see the patients list of a particular registration unit do followings:

(1) Select a TB Registration Unit (say, CHC Comoro) and Registration Year (say, 2013) and then click on 'Apply Filter' button.
(2) This will list all the TB patients from CHC Comoro who have been registered in the year 2013.
(3) The page will look like as shown below:



(4) Notice that, there is no link button to enter follow-up records. This is because, follow-up records will be entered from the GV list itself.

(5) There are several columns in the GV as explained below:

TB No: This will be shown automatic by the system.

Reg. Year: This will be shown automatic by the system.

Intensive Phase Follow-up of 2/3m: This has two columns; first column i.e. the date column is actually the TB treatment start date i.e. start date of Intensive Phase which will be shown automatic by the system; the second column is the test result related fields which will be entered during the 2/3m follow-up of intensive phase. In this second column, the information that will be entered are:

TR Date: Test result date. This is the date when test was done during the time of 2/3m follow-up.
Result: Result of the test.
Grade: Grade of Smear Positive result. It is must when you choose P. Smear Positive in the Result DDL.
Lab No: Laboratory Number. This is a must field when you choose Smear Positive or Smear Negative in the Test Result DDL. If you choose other values then you don't need to enter lab number.

Please note, if you provide TR Date, then you must provide Result, Grade, and also Lab No (if applicable). Otherwise, system will not save any value from this column.

Continuation Phase Follow-up of 5m: In this column, the information that will be entered are:

TR Date: Test result date. This is the date when test was done during the time of 5m follow-up.
Result: Result of the test.
Grade: Grade of Smear Positive result. It is must when you choose P. Smear Positive in the Result DDL.
Lab No: Laboratory Number. This is a must field when you choose Smear Positive or Smear Negative in the Test Result DDL. If you choose other values then you don't need to enter lab number.

Please note, if you provide TR Date, then you must provide Result, Grade, and also Lab No (if applicable). Otherwise, system will not save any value from this column.

Continuation Phase Follow-up of 7/8m: In this column, the information that will be entered are:

TR Date: Test result date. This is the date when test was done during the time of 7/8m follow-up.
Result: Result of the test.
Grade: Grade of Smear Positive result. It is must when you choose P. Smear Positive in the Result DDL.

Lab No: Laboratory Number. This is a must field when you choose Smear Positive or Smear Negative in the Test Result DDL. If you choose other values then you don't need to enter lab number.

Please note, if you provide TR Date, then you must provide Result, Grade, and also Lab No (if applicable). Otherwise, system will not save any value from this column.

EoT: This is the outcome of patient treatment after the End of Treatment (EoT). Please note that, the fields in this column are not enabled. These will be enabled only for those patients who have records in all 3 follow-up columns. So, to make the fields enabled, you'd first need to save all the follow-up columns information. After the save operation, you will notice that the fields got enabled now automatically. To save EoT of a patient, you must provide both date and outcome.

Patient Status: This column is to enter patient's status AT ANY GIVEN POINT OF TIME during the treatment phase. There are three fields; one date box, one status DDL, and the third one is the Transferred Out Registration Unit i.e. where the patient is being transferred out. First two fields are enabled always, but the third one is not enabled automatically. It will be enabled only when you've chosen Transferred Out in the status DDL. Please note that, once you transfer out a patient from this page, the patient will also be available in the Patient Transfer page which will be discussed later under this tab.

Is MDR TB: A date field on which date a TB patient is made confirmed MRD TB.
DOT %: This is the % patients given treatment under direct supervision. You can enter values with two digits after decimal point i.e. 80 or 79.5 or 78.88 etc.

DOT Provider Position: Position of the DOT provider.

Treatment Unit: This column is to record treatment unit of a TB patient. By default, system will save the registration unit as the treatment unit also. But you can change the treatment unit from this page also. To do that, do followings:

(1) Notice that, the check boxes under this column are not enabled automatically. Also notice that, there is one treatment unit DDL right at the left of save button (at the top right of the GV).
(2) Now, select a treatment unit from the DDL. This will enable all the check boxes under this column.
(3) Check the patients whose treatment units you'd like to change.
(4) Then click on Save button to save the changes.

(6) Please note that, once saved you will not be able to change the values of columns:
- Intensive Phase Follow-up of 2/3m
- Continuation Phase Follow-up of 5m
- Continuation Phase Follow-up of 7/8m
- Transferred Out Unit (under column Patient Status)

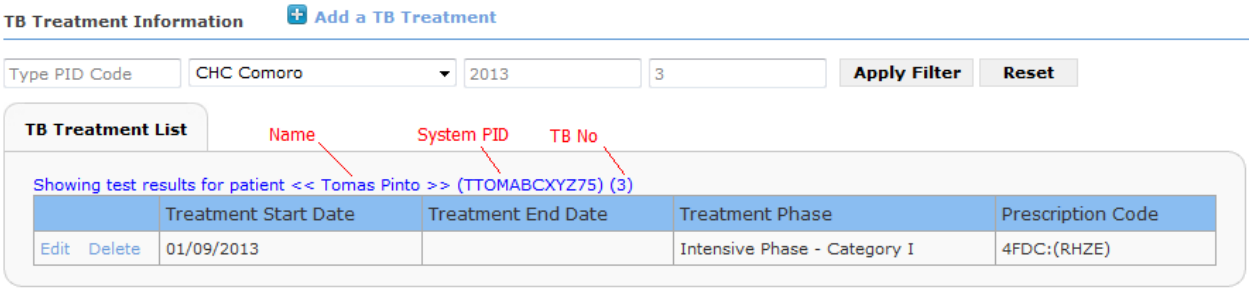
(7) To change the values of these columns, do following:

- Intensive Phase Follow-up of 2/3m: from menu Test Result Details (to be explained later under this tab)
- Continuation Phase Follow-up of 5m: from menu Test Result Details (to be explained later under this tab)
- Continuation Phase Follow-up of 7/8m: from menu Test Result Details (to be explained later under this tab)
- Transferred Out Unit (under column Patient Status) : from menu Patient Transfer (to be explained later under this tab)

4. Treatment Details

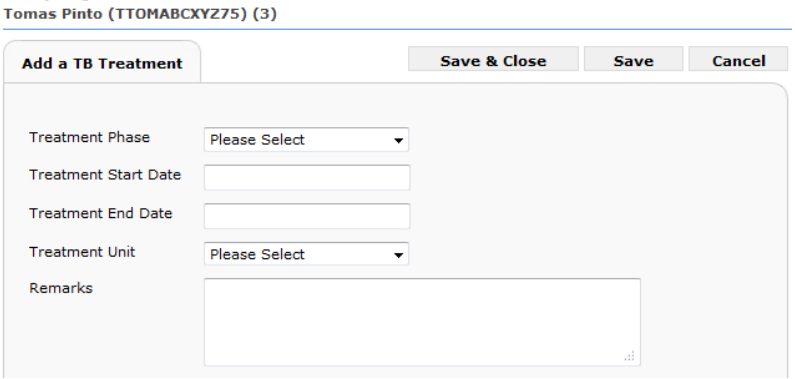
This menu is to edit and/or save TB patients' treatment details. Click on 'Treatment Details' menu to go to treatment details page. At this point, you'd not see anything but just a blank GV and the filter section. Patients will not get loaded while loading this page. To see the patients list of a particular registration unit do followings:

(1) Select a TB Registration Unit (say, CHC Comoro), Registration Year (say, 2013), a TB Number (say, 3) and then click on 'Apply Filter' button.
(2) This will list all the treatment details of the selected TB patient.
(3) The page will look like as shown below:



In order to add new treatment details of a TB patient, do followings:

(1) Click on 'Add a TB Treatment' link button
(2) You'd see below page:



(3) Type or select below information:
Treatment Phase*: Treatment phase of the patient.
Treatment Start Date*: Treatment phase start date.
Treatment End Date: Treatment phase end date.
Treatment Unit*: Treatment unit of the patient.
Remarks: Write additional details, if there is any.

Important!
Field with * marking is a mandatory field that must be provided to save a TB treatment details. If you don't provide that information, system will not save the information and will show error messages in red text.

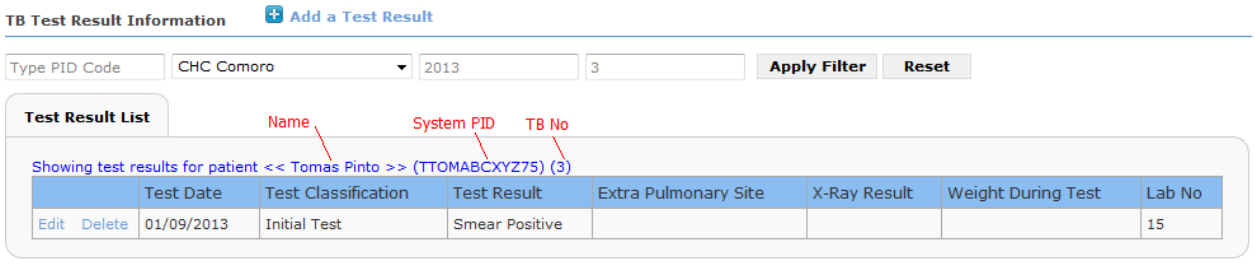
(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB treatment details GV page.

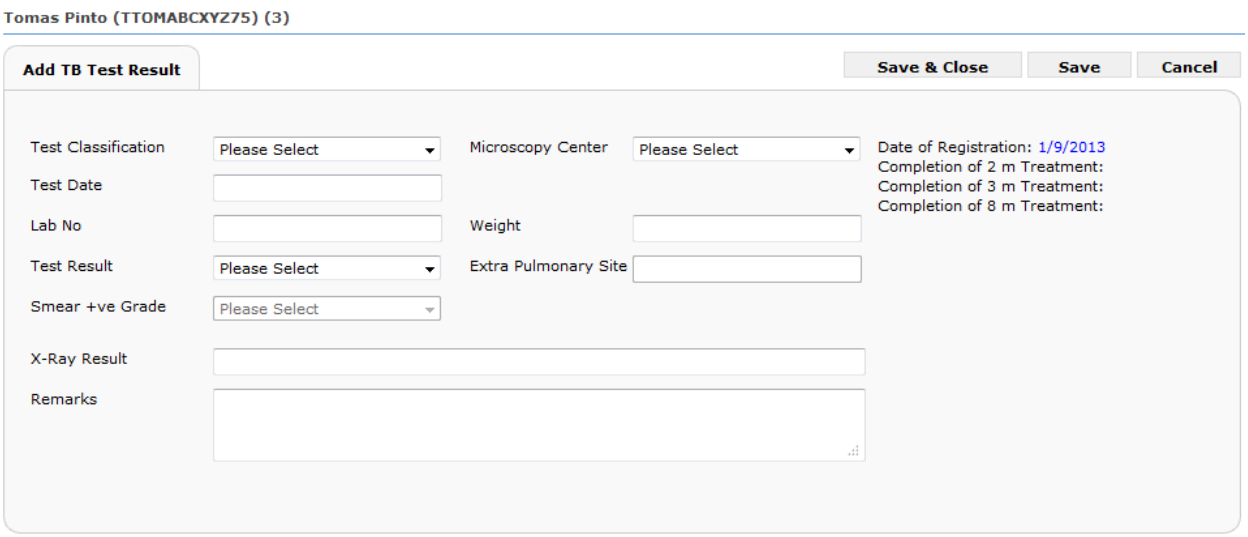
5. Test Result Details

This menu is to edit and/or save TB patients' test result details. Click on 'Test Result Details' menu to go to test result details page. At this point, you'd not see anything but just a blank GV and the filter section. Patients will not get loaded while loading this page. To see the patients list of a particular registration unit do followings:

(1) Select a TB Registration Unit (say, CHC Comoro), Registration Year (say, 2013), a TB Number (say, 3) and then click on 'Apply Filter' button.
(2) This will list all the test results details of the selected TB patient.
(3) The page will look like as shown below:



In order to add new test result details of a TB patient, do followings:
(1) Click on 'Add a Test Result' link button
(2) You'd see below page:



(3) Type or select below information:
Test Classification*: Type of test done.
Microscopy Center: Microscopy center.
Test Date*: Date on which test was done.
Test Result*:
Smear +ve Grade*: Grade of Smear Positive result. It is must when you choose P. Smear Positive in the Result DDL.
Lab No*: Laboratory Number. This is a must field when you choose Smear Positive or Smear Negative in the Test Result DDL. If you choose other values then you don't need to enter lab number.
Weight: Weight of patient during the test.
Extra Pulmonary Site: Details of extra pulmonary site.
X-Ray Result: Details of x-ray result.
Remarks: Any other remarks regarding the test done.

Important!
Field with * marking is a mandatory field that must be provided to save a TB test result details. If you don't provide that information, system will not save the information and will show error messages in red text.

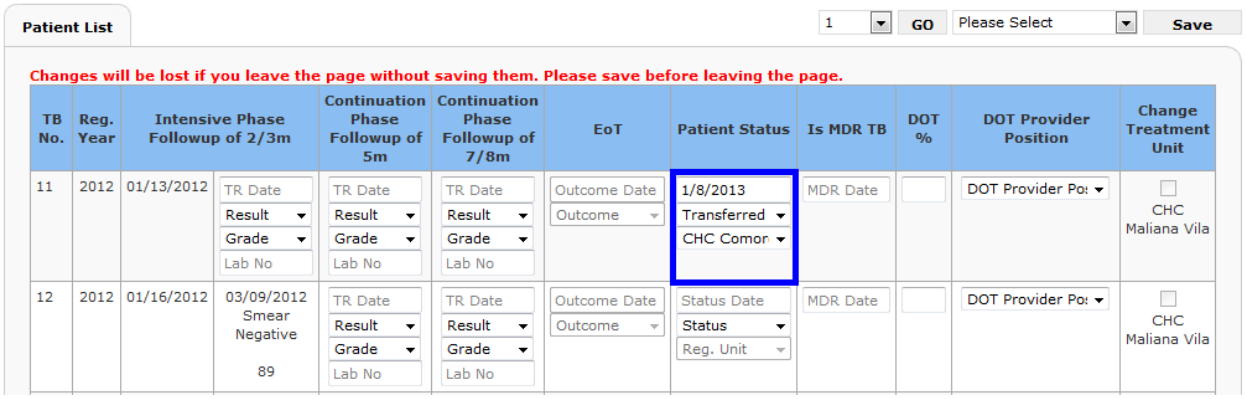
(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB test result details GV page.

6. Patient Transfer

This menu is to do patient's transfer. Please note that, this page will only deal with those patients who have been marked transferred by saving following values in the Patient Follow-up page:

Status Date, and
Status = Transferred Out, and
Reg. Unit

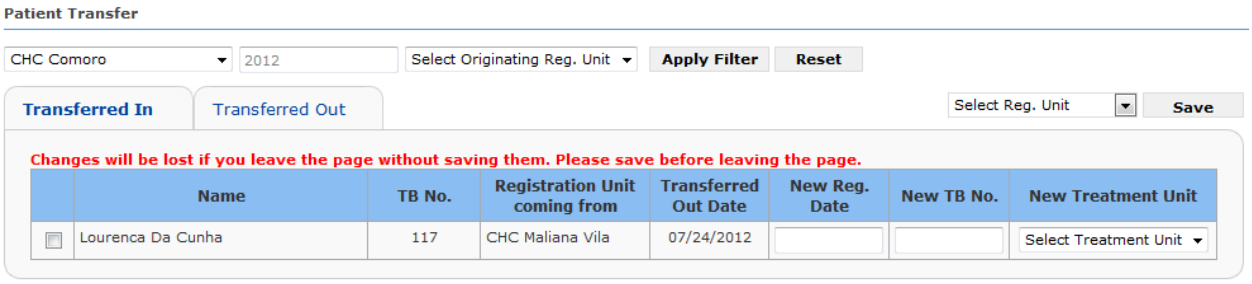


Please refer to Patient Follow-up menu for any further understanding, if required.

Now click on 'Patient Transfer' menu to go to patient transfer page. At this point, you'd not see anything but just a blank GV and the filter section. Patients will not get loaded while loading this page.

To see the under-transfer patients list of a particular registration unit do followings:

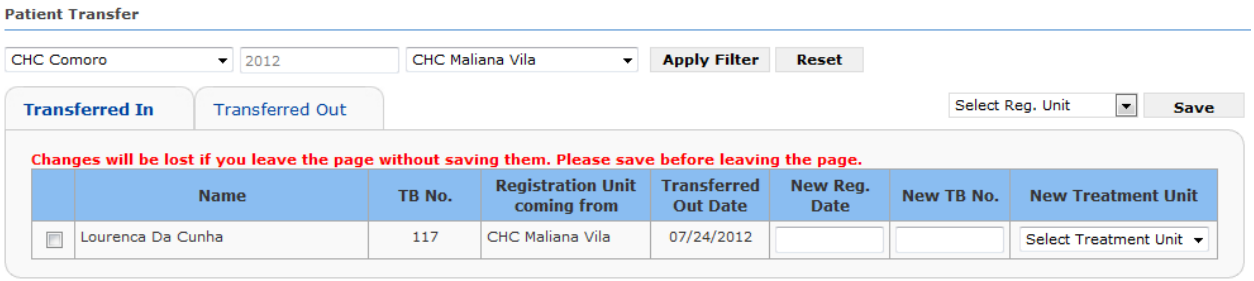
(1) Select a TB Registration Unit (say, CHC Comoro). *This is the registration unit to where patient is going to join i.e. this is the destination registration unit.*
(2) Then select a Registration Year (say, 2012).
(3) Now, click on 'Apply Filter' button.
(4) System would now show the list of all TB patients who are going to join to the selected destination registration unit (in this case CHC Comoro).
(5) The page will look like as shown below:



Above image shows that there is one patient coming from CHC Maliana and the TB number is 117 in the Maliana register.

(6) This list will have all patients from all originating registration units from where they are coming to CHC Comoro. So, you may do further filter to see only the patients coming from a particular source registration unit (say, CHC Maliana). To do this, make sure that you have not changed other filters that were set in steps (1) & (2); and then select CHC Maliana from the Originating Reg. Unit DDL and then do Apply Filter again.

(7) The page will look like as shown below:



Still you are seeing one patient because there is only one patient who is under transfer to CHC Comoro. Had it been more than one patient you would then see them in the list.

(8) So, till now the patient is NOT YET TRANSFERRED to the new registration unit i.e. CHC Comoro. You have to complete the transfer process using system and that has to be done from this page. Once you have decided to transfer a patient, please do followings:

(1) Select the new registration unit from the DDL beside Save button
(2) Check the patient that you want to do transfer
(3) Enter new registration date
(4) Enter new TB number (please note that, TB number must not be repeated for the selected registration unit and registration year)
(5) Enter new treatment unit
(6) Now do it for next patient and complete all that you want to transfer
(7) Once done with all patients, click on Save button to execute or make the transfer
(8) All these patients will be registered into the new registration unit with the information provided. You can go to Patient Register menu and find these patients.

Notice that the moment you transfer the patient(s), he/she (they) are not in the GV anymore. This is because, the patient(s) already been transferred to the new register.

Important!
It is suggested to transfer the patient one by one so that you do not make any mistake. Because, if you do any mistake while transferring, then process of reversing will involve lots of efforts.

(9) However, if you still do mistake(s) while transferring a patient, the scenarios could be as follows:

(1) Wrong TB Number saved; and/or
(2) Wrong Registration Date saved; and/or
(3) Wrong Treatment Unit saved; and/or
(4) The entire transfer was wrong and needs to be deleted

(10) Now see below how you can **fix the mistakes** mentioned above:

(i) Wrong TB Number:

- Go to menu Patient Register
- Search the patient (Reg. Unit + Reg. Year + TB No)
- Click on Edit link button
- When the details page gets opened, change the TB number

Note that, system will not allow you to enter any existing TB no for selected (Reg. Unit + Reg. Year). So, be sure first before you correct the TB number!

(ii) Wrong Registration Date:

- Go to menu Patient Register
- Search the patient (Reg. Unit + Reg. Year + TB No)
- Click on Edit link button
- When the details page gets opened, change the Registration Date

(iii) Wrong Treatment Unit:

- Go to menu Treatment Details
- Search the patient (Reg. Unit + Reg. Year + TB No)

Note that, you may get multiple records in the GV. So, be sure which one is the appropriate one for you. Usually, it is the last one and it is the top one in the list!

- Click on Edit link button
- When the details page gets opened, change the TB number

(iv) The Entire Transfer was Wrong:

- This will be really time consuming task to do. So be prepared for spending min half an hour to correct one record. It is not suggested to leave the task half way done, because you are going to forget everything when you sit to do remaining part next time. So, it is strongly suggested to complete the whole process once it is started!
- Go to menu Patient Register
- Search the patient (Reg. Unit + Reg. Year + TB No)
- Click on Delete link button (please note that, deleting a data is usually NOT suggested, because you may not know where the affect of this deletion would be in the system)
- The moment you delete the patient, it will again be available in the Patient Transfer page GV, provided you've selected right Registration Unit and Registration Year

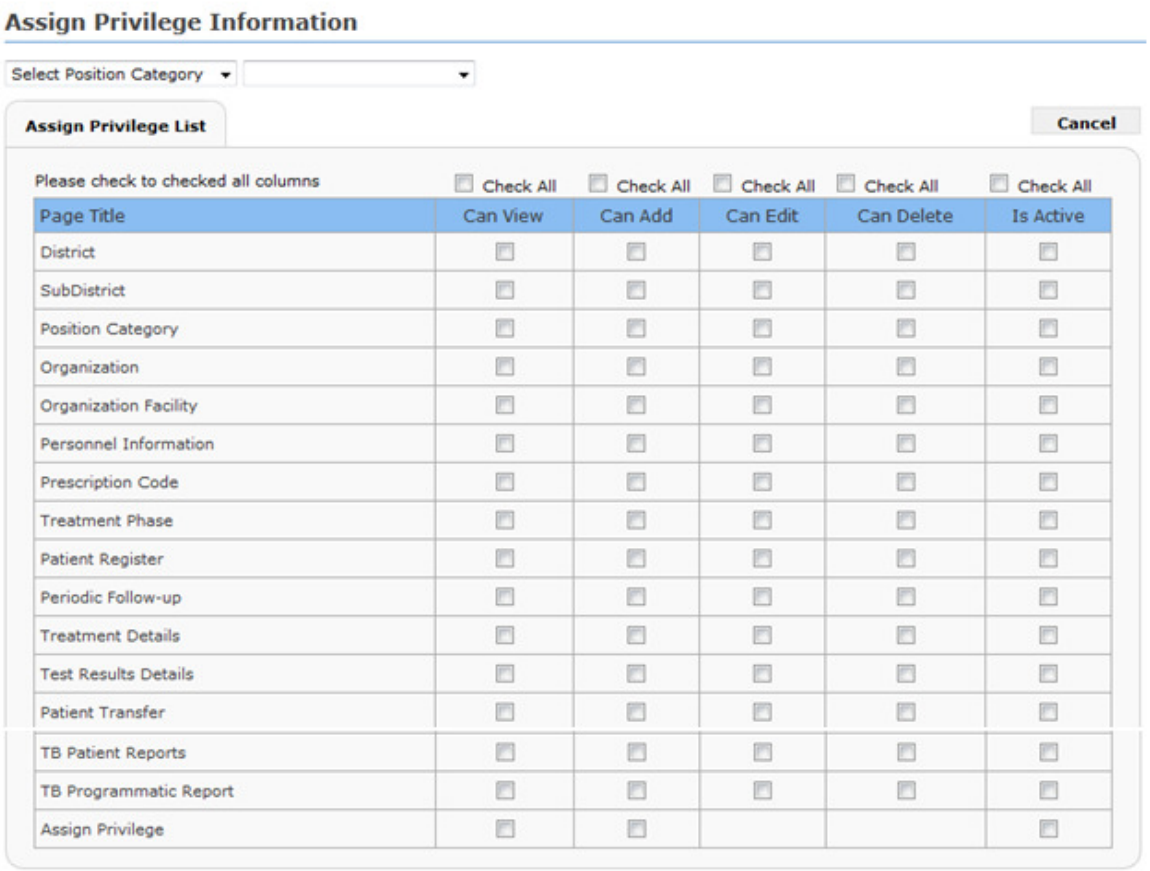
Chapter 5 – Administration Tab

1. Overview

This tab contains the functionalities for assigning privilege to users. An user (may be normal user or super user) can assign privileges to other users if he/she has the permission to do that task.

2. Assign Privilege Menu

When a person logs into the system, he/she will see a menu called 'Assign Privilege'. The page will look like below:



Please note that, if a user cannot see this menu/page, then he/she is not given permission to do this task!

In this image, the list shows all the menu names that are available in the system. Super user or the person giving privilege will only need to choose the appropriate menu from list. Also

notice that, for each menu there are columns for assigning rights/permissions to user; such as:

Can View – user will be able to see the data only; cannot do anything else!
Can Add – user will be able to view and as well as add new record
Can Edit – user will be able to edit an existing record
Can Delete – user will be able to delete an existing record
Is Active – user will be able to see the menu after logging into the system

To assign privilege to a user, do followings:

(1) Select a Position Category from DDL. This will fill the staff DDL next to it.
(2) Then select a user for whom you'd like to assign privilege.
(3) Now choose the appropriate rights/permissions for the pages you have planned to assign to that user.
(4) After you complete assigning rights/privileges to a user, click on Save button to save the changes.
(5) If you don't want to save and quit from assigning privileges, click on Cancel button.

Chapter 6 – Report Tab

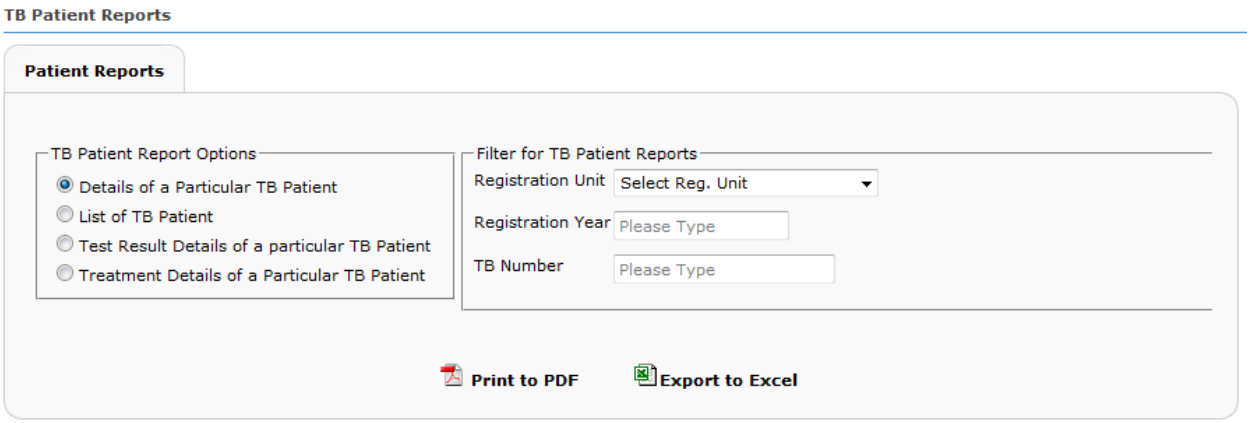
1. Overview

This tab contains the menus to generate various types of reports. Data that were entered in other tabs can be taken as output from this tab.

2. TB Patient Reports Menu

This menu is to generate various reports from TB register; such as, list of TB patients, details of a particular TB patient etc.

Click on 'TB Patient Reports' menu to go to the reports page. The page will look like shown below:



On the left section of this page, there are total 4 report options, which are:
(1) Details of a Particular TB Patient
(2) List of TB Patient
(3) Test Result Details of a Particular TB Patient
(4) Treatment Details of a Particular TB Patient

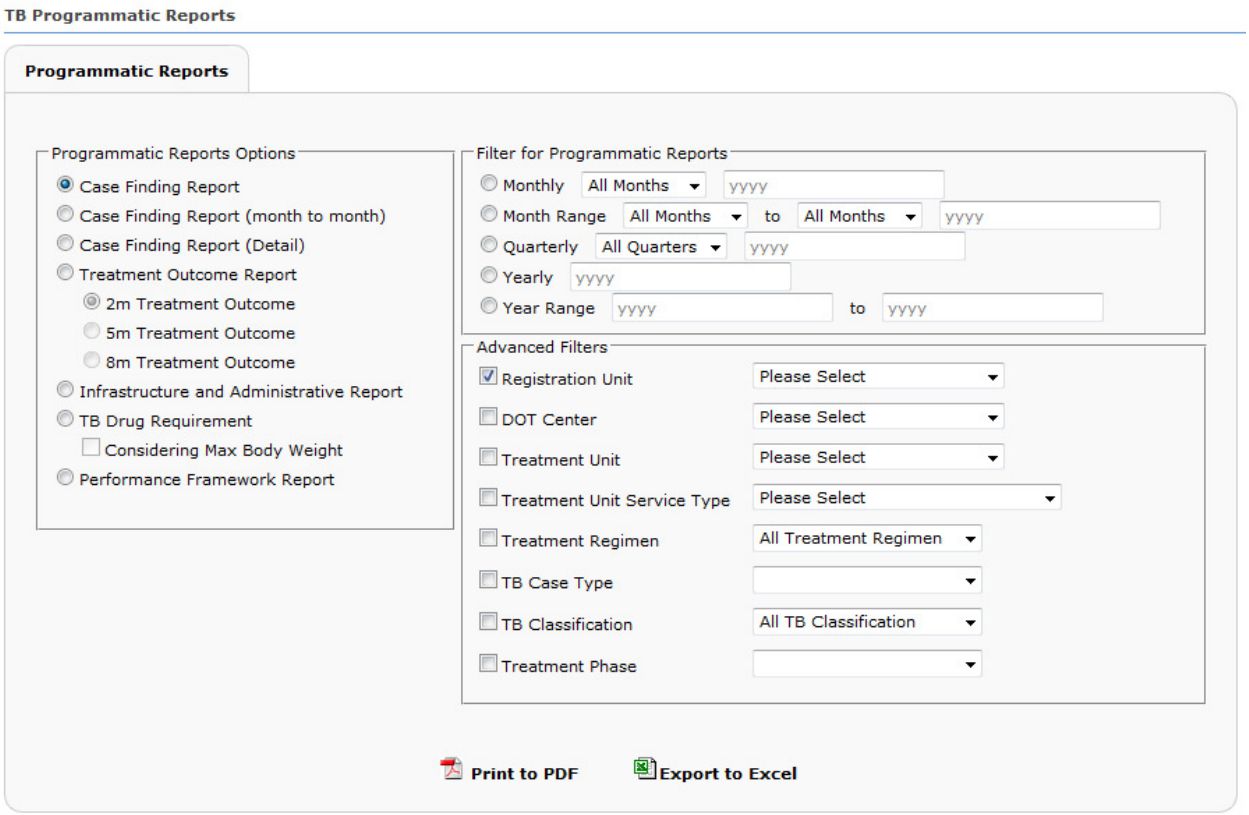
On the right section of the page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

3. TB Programmatic Report Menu

This menu is to generate various programmatic reports from TB register; such as, case finding report, outcome report etc.

Click on 'TB Programmatic Report' menu to go to the reports page. The page will look like shown below:



On the left section of this page, there are total 4 report options, which are:
(1) Case Finding Report
(2) Case Finding Report (month to month)
(3) Case Finding Report (Detail)
(4) Treatment Outcome Report

On the right section of the page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

Important!
Please note that, all the reports have been prepared according to the existing **TB Manual (Third Edition, January 2008)**. So, for any kind of confusion, please refer to this manual for clarification.

END OF THE USER MANUAL